AUBURN
Human Resources

Supv, Vet Hospital Services Support

Job Description

JOB INFORMATION

Job Code	IA02
Job Description Title	Supv, Vet Hospital Services Support
Pay Grade	FM12
Range Minimum	$44,690
33rd %	$52,140
Range Midpoint	$55,870
67th %	$59,590
Range Maximum	$67,040
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/15/2022

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

The Vet Hospital Services Support Supervisor manages the daily operations and assigns tasks to team members and oversees the buildings and equipment of the hospital and other building to include preventative maintenance, safety, cleanliness, hazardous waste monitoring. Responsible for maintaining and ordering medical oxygen for the teaching hospital, multipurpose lab, and the Raptor center. Orders all cleaning supplies and maintains an appropriate inventory of supplies. Handles occasional special requests from clinical services of all kinds depending on specific patient needs.

RESPONSIBILITIES

- Oversees logistical control over all animal care equipment and supplies. Monitors and maintains all medical oxygen plus specialty gases at Wilford & Kate Bailey Small Animal Teaching Hospital (VTH), Hoerlein Spay and Neuter, Multi Purpose Building/Junior Surgery, and the Southeastern Raptor Center. Communicates with vendors to place orders for medical gas, manifold parts, and air supply lines when replacement is needed. Communicates with the appropriate personnel to approve access for vendor drivers yearly as they are replaced. Contacts appropriate personnel for severe issues needing professional service. Stocks anesthesia's oxygen holding room with small oxygen tanks used on gurneys daily.
- Inspects all areas of the Veterinary Teaching Hospital (VTH) including the grounds, exercise yard, and other clinical facilities for cleanliness, orderliness, and safety. Identifies any maintenance issues found or brought to my attention through the VTH. Performs maintenance and/or coordinates work with Facilities Management.
- Provides daily supervision, monitors daily job performance, and assists the service support team. Responsible for all training, scheduling, assigning duties, and prioritizing details.
- Acts as representative for department head and hospital administrator in dealing with selected vendors, merchants, and staff of other University units. Communicates with hospital faculty, administration, staff, and students to keep them informed on various issues. Responds to requests, answers any questions or concerns, and solves problems as they arise.
- Monitors and maintains the required inventory of supplies needed by the Service Support Department. Communicates with various vendors and staff to place orders, coordinate deliveries, and pickups. Ensures all supplies and equipment are stocked or distributed throughout the VTH.
- Oversees maintenance of central vacuum system, departmental vehicles, golf carts, and laundry equipment. Responsibilities to include ensuring the vacuum system is cleaned routinely, maintaining motors by greasing routinely and replacing filters quarterly, replacing exhaust flaps as needed, and communicating work orders for servicing issues with departmental vehicles.
- Repairs equipment including minor repairs to teaching equipment. Trains technicians on proper procedures and protocol for operating equipment.

RESPONSIBILITIES

- Ensures for hazardous waste protocols and procedures are followed to include ensuring all waste containers are properly packaged, manifests are properly placed, and transported to the Hazardous Waste Accumulation Room for storage. Communicates with Risk Management regarding any issues or concerns brought to my attention by faculty or staff.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	5 years of	Experience in facility maintenance.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of animal care facility management, standard operating procedures, and maintenance.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking					X	
Sitting					X	
Lifting	X					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.