AUBURN
Human Resources

Tech I, Surgical Services

Job Description

JOB INFORMATION

Job Code	ID07A
Job Description Title	Tech I, Surgical Services
Pay Grade	VT04
Range Minimum	$35,490
33rd %	$40,220
Range Midpoint	$42,590
67th %	$44,960
Range Maximum	$49,690
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	7/24/2024 5:27:38 PM

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Patient Care & Rehabilitation

JOB SUMMARY

Responsible for ensuring operating rooms are prepared for surgical procedures, aseptic preparation, positioning of patients, sterilization of instruments and supplies, and posting charges.

RESPONSIBILITIES

- May open sterile items with aseptic technique for the surgery team and back table and performs preoperative surgical scrub.
- May communicate with surgical personnel and sterile processing personnel to ensure instruments and supplies are available for procedures.
- May anticipate additional supplies needed during surgical procedures.
- May assist with recording and posting charges for items used during surgical procedures.
- May assist in restocking and maintaining inventory in the operating rooms and sterile processing department.
- May assist with cleaning, decontaminating, and sterilizing instruments and supplies.
- May assist with maintaining and cleaning operating rooms. May perform daily and monthly maintenance and cleaning.
- May position patients for surgery according to surgeon’s preference. Patients to include cats, dogs, ferrets, birds, horses, cows, goats, zoo animals, and numerous others.
- May assist in assembling surgical case carts according to pick lists.
- May assist surgical team with gowning and gloving.

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	May supervise employees but supervision is not the main focus of the job.

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		and	1 year of	Surgical Services or Practices.	Or
Associate's Degree or Vocational Certificate	Surgical Technology, Veterinary Technology, or related field.	and	0 years of	Surgical Services or Practices.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Experience in surgical services practices desired.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
CRCST - Certified and Registered Central Service Technician			Desired	And
CSPDT - Certified Sterile Processing and Distribution Tech			Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Healthcare & Safety

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting			X			50 lbs
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 temperatures		X			
Hazards				X	
Wet and/or humid		X			
Noise					X

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Chemical				X	
Dusts			X		
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.