
Auburn University Job Description

Job Title: **Asst Supv, Vet Hosp Svc Supprt**

Job Family: No Family

Job Code: **IA21**

Grade 29: \$25,000 - \$41,700

FLSA status: Non-exempt

Job Summary

Assists in the oversight, care, and cleaning of equipment and facilities of the University Veterinary Hospitals.

Essential Functions

1. Assists and participates in the daily oversight and maintenance of animal care equipment and supplies.
2. Communicates with other hospital staff to keep them informed on various issues, responds to complaints, answers questions, and resolves problems.
3. Inspects all assigned areas of the premises for cleanliness and safety, and also identifies maintenance problems that may exist throughout.
4. Performs minor maintenance work and/or coordinates work with the Facilities Division.
5. Assists in monitoring, maintaining, and distributing required inventory of assigned supplies.
6. Assists in maintaining the grounds, exercise yard, and other clinic facilities.
7. Performs cleaning and sanitizing duties on all required equipment for all assigned areas of the hospital.
8. Assists with storing items, securing items, and performing other assigned tasks.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	3	Experience in facility maintenance and supply practices

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of maintenance practices and animal care facility management practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, reaching, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, sitting, stooping/kneeling/crouching/crawling, talking, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/2/2014
