
Auburn University Job Description

Job Title: **Supv, Vet Hospital Svc Support**

Job Family: No Family

Job Code: **IA02**

Grade 30: \$28,000 - \$46,700

FLSA status: Exempt

Job Summary

Coordinates and supervises the care and cleaning of small animal teaching hospital. Maintains equipment, facilities and support functions of the University Veterinary Hospital.

Essential Functions

1. Oversees logistical control over all animal care equipment and supplies.
2. Repairs and maintains buildings and equipment including minor repairs to teaching equipment.
3. Acts as representative for department head and hospital administrator in dealing with selected vendors, merchants, and staff of other University units.
4. Assist in employee accident prevention and first aid programs.
5. Oversees maintenance of departmental vehicle.
6. Maintains the grounds, exercise yard, and other clinic facilities.
7. Transports receivables from cashier to Bursar Office.

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.

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.)	5	Experience in facility maintenance

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

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 standing, walking, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 1/4/2012
