



## JOB INFORMATION

|                                                          |                                    |
|----------------------------------------------------------|------------------------------------|
| Job Code                                                 | ID07B                              |
| Job Description Title                                    | Tech II, Surgical Services         |
| Pay Grade                                                | VT05                               |
| Range Minimum                                            | \$39,040                           |
| 33rd %                                                   | \$44,250                           |
| Range Midpoint                                           | \$46,850                           |
| 67th %                                                   | \$49,450                           |
| Range Maximum                                            | \$54,660                           |
| Exemption Status                                         | Non-Exempt                         |
| Organizational use restricted to the following divisions | 139 College of Veterinary Medicine |
| Approved Date:                                           | 7/24/2024 5:28:07 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

- Assists with opening sterile items with aseptic technique for the surgery team and back table and performs preoperative surgical scrub.
- Assists in communicating with surgical personnel and sterile processing personnel to ensure instruments and supplies are available for procedures.
- Anticipates additional supplies needed during surgical procedures.
- May assist with recording and posting charges for items used during surgical procedures.
- Assists in restocking and maintaining inventory in the operating rooms and sterile processing department.
- Assists in cleaning, decontaminating, and sterilizing instruments and supplies.
- Assists in maintaining and cleaning operating rooms. May performs 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 assembles surgical case carts according to pick lists.
- Assists 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 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 | 2 years of          | Surgical Services or Practices | Or |
| Associate's Degree or Vocational Certificate | Surgical Technology, Veterinary Technology, or related field. | and | 1 year of           | Surgical Services or Practices |    |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Surgical Technology, Veterinary Technology, or related field.

## 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.