
Auburn University Job Description

Job Title:	Tech, Surgical Serv	Level I	Grade 28 \$22,300 - \$37,200
Job Code:	ID07	Level II	Grade 29 \$25,000 - \$41,700
FLSA status:	Non-exempt	Level III	Grade 30 \$28,000 - \$46,700

Job Summary

Responsible for ensuring surgical rooms and instruments are sterilized, equipped, and supplied appropriately.

Essential Functions

1. Assists with ordering and receiving consumable medical supplies ensuring inventory levels are appropriate.
2. Assists in accounting for and maintaining equipment used in surgical and sterile preparation procedures.
3. Properly sterilizes, decontaminates, packs, and wraps surgical equipment and instrumentation.
4. Performs minor maintenance of surgical and sterile equipment or arrange for the repair and maintenance of equipment that can not be repaired in-house.
5. Ensures surgical rooms are properly equipped for each specific procedure.
6. May perform pre-operative surgical scrub preparations/positioning of the animals.
7. May assist in coordinating surgical schedules.
8. May oversee the cleaning and maintenance of operating rooms, preparation room, and induction rooms.
9. May perform a variety of administrative duties such as, but not limited to, posting client charges for supplies used, maintaining surgery logs, reviewing and verifying the supply invoices for supplies and equipment received, and maintaining records for the use and testing of sterilization equipment.

Supervisory Responsibility

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

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a variety of related and recurring assignments.	Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific problems.	Associates degree in a technical or scientific field related to area of assignment.
II	Performs complex steps of an operation or project or completes important stages of a project.	Detailed knowledge of established processes, methods, and techniques, as well as uses a variety of standard reference guides, and precedents to obtain needed information and to select and adapt methods and procedures.	Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.
III	Plans and coordinates operations of a project.	Knowledge of several specific engineering or scientific principles, and skill in using specialized techniques and equipment and selects appropriate guidelines to resolve operational problems not fully covered by precedents	Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Associates degree in a technical or scientific field related to area of assignment.
- Level II** Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.
- Level III** Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Animal Science, Nursing, or related scientific field

Focus of Experience

Experience in surgical services practices or care and comfort of animals.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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.

Certification or Licensure Requirements:

Non 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, reaching, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, talking,

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

Date: 9/26/2018
