# **Position Description Report Instructions**

# www.uvmjobs.com/hr

• Select the Position Management module from the dropdown box in the upper right corner of the screen.

The University of Vermont	My Profile Help	Inbox Watch List	PeopleAdmin POSITION MANAGEMENT ▼ APPLICANT TRACKING PERFORMANCE	
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Click "Staff" on the Positions sub-menu to open the Staff Positions (Position Library)
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• Search for and then select the desired position.

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• Click on the Reports tab. Then click on the Staff Position Description.

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Summary Settings	History	Reports						

• This will open the Staff Position Description in a printable report format.

#### Staff Position Description

Employee Details Employee Name:

### Position Details:

Position Title: BIOMED EQUIPMENT TECH Working/Business Title: Biomedical Equipment Tech II FLSA: Non-Exempt Department: IMF/TSP/30650 Position Number: PD Received Date: Supervisor Name (Reports To): Supervisor Position # (Reports To):

#### Job Summary:

Repair, calibrate, install and perform preventive maintenance on a variety of complex medical instruments. Provide customer support in the management of cli

## Job Duties:

Percent of Effort: 40, 40, 20

Perform complex repairs and calibration of physiological monitoring equipment, life support devices, and other medical devices.

Provide periodic performance inspection and repair of medical equipment at a member hospital including all off site clinics. Provide informal educational trainin required during test and repair visits.

Provide technology management through the programs of TSP TeAM, CAPP and HEMS computer program.

#### Additional Details:

Administrative Supervision: 0

Functional Supervision: