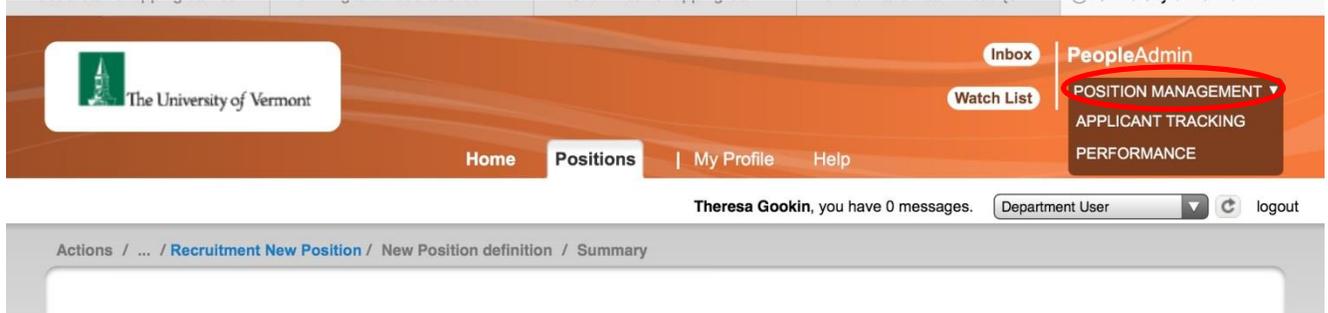


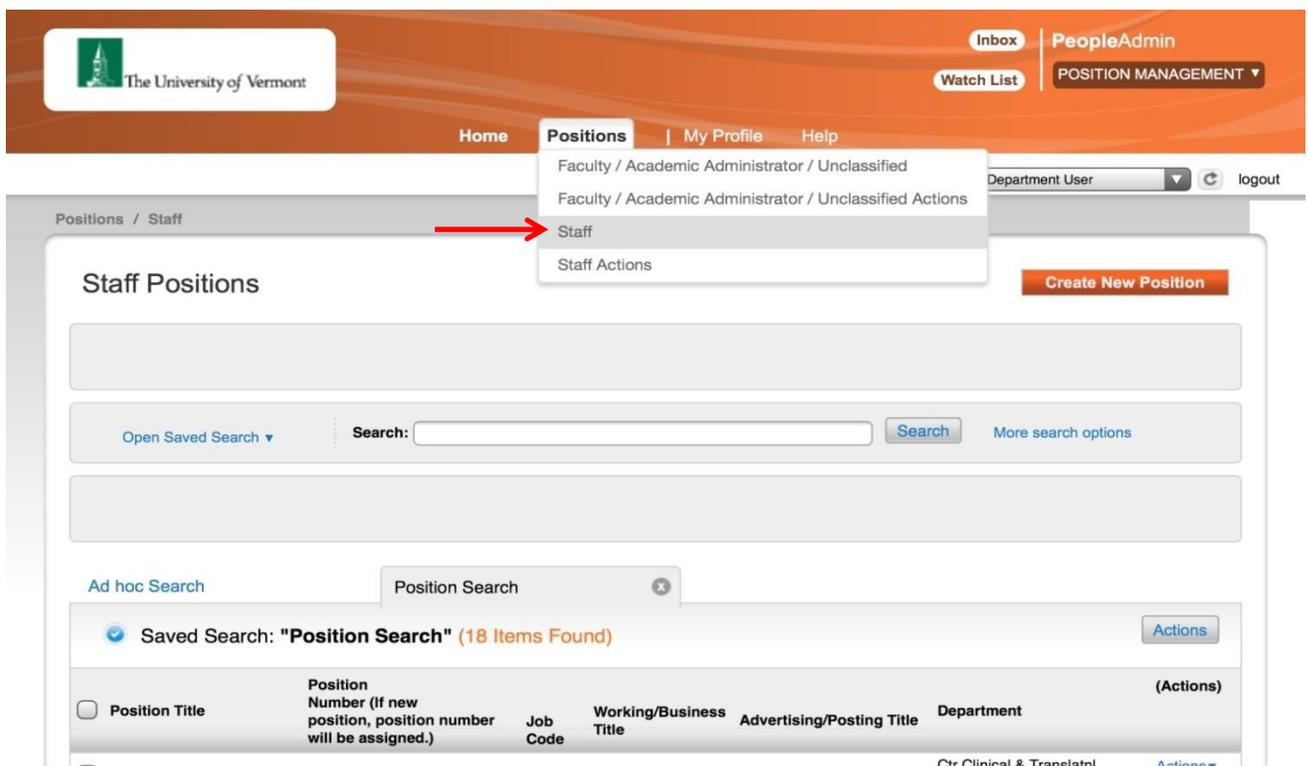
# Position Description Report Instructions

[www.uvmjobs.com/hr](http://www.uvmjobs.com/hr)

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



- Click "Staff" on the Positions sub-menu to open the Staff Positions (Position Library) page



- Search for and then select the desired position.

Positions / Staff HRS Committee, you have 0 messages. Department User | log

### Staff Positions Create New Position

Open Saved Search  Search [More search options](#)

Ad hoc Search Position Search

✓ Saved Search: "Position Search" (3194 Items Found) Actions

← Previous | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | ... | 106 | 107 | Next →

<input type="checkbox"/> Position Title	Position Number (If new position, position number will be assigned.)	Working/Business Title	Advertising/Posting Title	Department	(Actions)
<input type="checkbox"/> OFFICE/PROGRAM SUPPORT GENERALIST	018525	Administrative Assistant	Office/Prgm Support Generalist	A&S Dean's Ofc/52000	Actions
<input type="checkbox"/> BUSINESS OPERATIONS ADMINISTRATOR	016774	Assistant Dean of Business Operations	Administrative Professional Sr	A&S Dean's Ofc/52000	Actions
<input type="checkbox"/> ENROLLMENT MANAGEMENT PROFESSIONAL	004346	Acad & Student Svcs Advsr	Enrollment Mgmt Professional	A&S Dean's Ofc/52000	Actions

- Click on the Reports tab. Then click on the [Staff Position Description](#).

The UNIVERSITY of VERMONT Inbox | PeopleAdmin  
Watch List | POSITION MANAGEMENT

Home **Positions** | Titles | My Profile | Help

HRS Committee, you have 0 messages. HR Administrator | log

**Position: Biomedical Equipment Tech (Staff)** [Edit](#)

Current Status: Active  
 Position Type: Staff  
 Department: IMF/TSP/30650  
 Created by: System Account

Take Action On Position

- Print Preview
- Recruitment Existing Position
- Waiver Existing Position
- Reclassify or Off Cycle Change in Duties – Existing Position
- Off Cycle Other – Existing Position (Staff)
- Position Description Update – Existing Position (Staff)

Summary | Settings | History | **Reports**

[Staff Position Description](#)

- 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: