

	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DEFINITIONS</p>	DOCUMENT NO:	Vet_Fr.01-19
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Unit:	Dean of the Faculty of Veterinary Medicine		
Task Name:	Technician		
Chief:	Faculty Secretary		
Unit Affiliated	Faculty Secretary		
<p>BRIEF DESCRIPTION OF THE JOB:</p> <p>To carry out studies in order to carry out all necessary activities in all matters concerning technical affairs in the faculty in accordance with the principles of effectiveness and efficiency / To carry out all kinds of works with the electrical equipment of the institution in coordination with the construction department,</p>			
<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> - Conducts technical work (maintenance, renovation, replacement, repair, etc.) within the faculty. - Provides technical support regarding the use of course materials from departments, majors, and lecturers, - Keeps devices in the work areas within and around the faculty ready for use, maintains them, and coordinates their repairs, - Makes an inventory of devices in the faculty and ensures that their maintenance is done regularly - - To create minutes and reports of places where maintenance and repair are performed - To assist students in technical matters - To detect mechanical malfunctions in doors, windows and glass and to inform the necessary places for repair - To ensure that occupational health and safety of faculty units is maintained - To comply with warnings and instructions regarding occupational safety - To perform other technical and administrative tasks to be given by the Dean, Vice Dean and Faculty Secretary 			

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