



Position Title: Biomedical Equipment Technician FLSA Status: Non-exempt
Department: Maintenance Author: Nick Maresh
Reports to: Director of Support Services Date: 03/2019

JOB SUMMARY AND SCOPE

The Biomedical Equipment Technician ensures that diagnostic and therapeutic medical equipment is functioning properly and resolves issues of moderate complexity. Actively participates in customer service and accepts responsibility in maintaining relationships that are equally respectful to all.

MINIMUM REQUIREMENTS

- Knowledge of medical equipment
- Ability to comprehend technical manuals and instructions
- Knowledge of general maintenance techniques and maintenance type of equipment
- Knowledge of electronics and medical electronics
- In depth knowledge of medical equipment test devices
- Associates degree in Electronic Technology, Biomedical Equipment Technology, or Equivalent combination of education/training in military, technical schools, or a related field.
- Minimum of 3 years in a healthcare facility setting or related technical service support role in medical device industry
- Ability to assess and diagnose using technical manuals and diagrams.
- Ability to routinely use maintenance products and solutions
- Must be able to follow instructions both written and verbal
- Able to work with minimal supervision

ESSENTIAL JOB FUNCTIONS

- Completes work orders, preventative maintenance, and repairs as assigned in an efficient manner
- Ensures that diagnostic and therapeutic medical equipment is functioning properly.
- Troubleshoots equipment/devices and resolves issues, escalating where additional support is required.
- Performs preventative maintenance.

- Completes device repairs.
- Uses work order electronic systems as requested and document worked performed.
- Knowledge of medical device requirements set forth by CMS, The Joint Commission, NFPA, OSHA and State regulatory agencies.
- Utilizes hospital owned work vehicle in a responsible and safe manner
- Communicates non-routine items/issues to the Director of Support Services.
- Maintains tools by keeping clean and in working order
- Ensures safety protocols are followed while performing work
- Organizes daily work patterns around identified demands and priorities
- Maintains workshop and storage areas in a clean and tidy condition
- Provides high level of customer service to all departments and staff
- Seeks out needed information by staying informed and involved by attending meetings, reading memos, policies, meeting minutes, newsletters, email and other appropriate information in a timely manner.
- Reliable attendance and punctuality, including observing appropriate break times and extending a scheduled shift when necessary to meet patient demands
- Performs duties in a safe manner, in compliance with all safety policies and procedures
- Complies with the Code of Conduct and all appropriate policies and procedures
- Other duties, as assigned, that are relevant to the position and department, this position may require some hospital maintenance worker functions when time permits.

PHYSICAL EFFORT AND ENVIRONMENT

Moderate: Occasionally lifts 25 pounds independently. Occasionally pushes/pulls 100 pounds. Stands or walks often. Work environment is an indoor/outdoor type position. Manager may ask to perform tasks that require times of extreme cold or extreme heat conditions. An example would be shoveling snow in the winter. Ability to climb ladder and to perform tasks up to ceiling height and perform duties on the roof. The safety of all DECH employees is first and foremost so conditions will be monitored, and relief will be provided.

EXPOSURE RISK

Exposure Category I: Employee at risk for exposure to blood borne pathogens.

QUALITY IMPROVEMENT

- Maintains current knowledge of the hospital-wide Quality Improvement Program.
- Collaborates with management to improve the effectiveness of the department through the Quality Improvement plans and processes.
- Participates in the departmental and hospital-wide Quality Improvement activities as directed by the manager.

COMPLIANCE

- Adheres to the federal, state, and local statutes and regulations.
- Adheres to the Compliance Program policies and procedures of Down East Community.
- Adheres to all Privacy and Security policies and procedures of Down East Community.
- Communicates any concern related to compliance issues to manager of department or Compliance Officer.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I understand that this job description is not intended to be all-inclusive; it reflects management's assignment of essential functions without restricting the tasks that may be assigned. I hereby accept this position and agree to abide by the requirements and will perform all duties and responsibilities to the best of my ability. I understand that my position is at-will and this job description does not create an employment contract.

Signature

Date