

MAINTENANCE LABORER (EQUIPMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class does a variety of handy-person type work involving the maintenance, cleaning and assembly of medical equipment, supplies, and instruments; and performs routine clerical and manual work in the control and distribution of supplies and equipment received, stored and issued, and maintains a variety of records and logs. Incumbents may be required to work weekend or evening hours as assigned. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Makes simple mechanical repairs and adjustments on equipment;

Participates in securing replacement of parts for certain patient care equipment;

Cleans and sterilizes equipment, supplies and instruments in accordance with defined procedures;

Prepares instrument trays as needed for the operating room;

Participates in marking identifying codes on articles following established procedures and prepares inventory cards;

Delivers needed equipment and supplies to various areas within several different buildings;

Counts and lists equipment and supplies in a central stock room and supply storage areas in various units;

Monitors levels of gas supplies such as nitrous oxide, liquid oxygen, liquid nitrogen and other medical gasses;

Prepares equipment, supplies and instruments for delivery following established guidelines;

Assists nursing staff and communicates with patient care unit personnel in order to locate equipment and supplies;

Transports equipment to Biomedical Engineering Department for equipment inspection or calibration in accordance with established procedures;

Participates in taking periodic physical inventory of main hospital's patient care units by counting amount and type of equipment and supplies, communicating with unit personnel and logging inventory;

Reports defective and damaged equipment and supplies to supervisor for corrective action;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains cleanliness and upkeep of work environment and equipment used in performing job duties;

Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required;

Completes necessary requisition slips and equipment logs;

Retrieves unused or discontinued equipment and supplies from patient units.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Skill in the use of common handyman tools; ability to perform simple mechanical repairs; ability to follow oral instructions; ability to read and understand simple written directions; initiative and industriousness in work performance; ability to work well with others; tact; reliability; accuracy; willingness to follow a prescribed regimen; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school or equivalency diploma; or (b) one year experience as a handyman; or (c) six months general work experience involving inventory; or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) through (c).