

MAINTENANCE WORKER (EQUIPMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class perform skilled laboring activities that involve using skills that have been learned on the job and require some independent judgment as to method and priority involving set-up, maintenance, and cleaning of medical equipment, supplies and instruments; perform routine clerical and manual work in the control and distribution of supplies and equipment received, stored and used; and maintains a variety of records and logs. Incumbents independently perform tasks as a result of verbal or written instructions, work orders or standard operating procedures and regularly act as crew leaders. This class differs from Maintenance Laborer (Equipment) in that incumbents perform a wider variety of assignments requiring greater technical knowledge and skill, and are expected to have a greater understanding of the scope of work to be performed. Incumbents deal with common work problems as they arise and use judgment in determining when situations should be referred to a supervisor for direction. Additionally, Maintenance Workers are expected to exhibit more initiative and judgment in non-routine work situations. Incumbents may be required to work weekend or evening hours as assigned. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

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

Leads and participates in the break-down and set-up of operating rooms and ancillary areas;

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

Advises administrative staff regarding matters that require attention, such as available quantity of supplies or equipment;

Keeps records of job orders, scheduled work and priority projects;

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

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

Makes routine mechanical repairs and adjustments on equipment;

Prepares equipment for special projects;

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

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

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

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the tools, techniques and terminology used in maintenance, cleaning and set-up of medical supplies and equipment; ability to lead and direct others in the completion of assigned work; ability to follow written or oral instructions; ability to learn new work quickly; ability to work effectively individually and as part of a team; ability to work well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; resourcefulness in undertaking and completing assigned work; tact; reliability; accuracy; resourcefulness; physical condition commensurate with the demands of the position

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Three years of work experience, including one year of experience involving the maintenance, cleaning or set up of medical equipment, supplies, or instruments.

SUBSTITUTIONS:

1. Satisfactory completion of high school, or possession of an equivalency diploma, may be substituted for the two years of general work experience.
2. Satisfactory completion of a pertinent high school level vocational course may be substituted for the one year of specialized experience.
3. Satisfactory completion of a pertinent one or two year post-high school or trade school program may be substituted for the one year of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.