



Clinical Equipment Coordinator

Position Description

Position: Clinical Equipment Coordinator

Reports to: Director, Clinical Services

Job Classification: Exempt

Direct Reports: N/A

Summary of Responsibilities: The person in this role is responsible for the upkeep and maintenance of clinical equipment at all locations as well as the training of personnel in regards to equipment usage and maintenance.

Essential Job Functions:

- Communicates with appropriate Office Manager/Clinical Management Team to coordinate maintenance and repair work at all locations.
- Communicates directly with Clinical Director to ensure clinical equipment maintained per protocol and repaired as directed.
- Assists with planning and implementing Practice improvements and expansions as directed.
- Maintains and updates operating and training manuals for the maintenance department.
- Supervises vendors/contract maintenance workers as necessary.
- Ensures routine maintenance is completed in timely manner to insure unnecessary repair work
- Assists with office moves and/or creation of new offices or locations.
- Establishes and/or maintains a computerized (or manual) maintenance management system for tracking work orders, parts, and maintenance history.
- Prepares reports, analyzes data, and makes recommendations for improving maintenance and solving maintenance-related problems.
- Communicates to Clinical Services Director any maintenance suggestions that may improve efficiency and/or reduce operating costs.
- Responsible for remaining current on law in regards to and maintaining safety, health, and environmental policies and procedures.
- Ensures city, county, state, and federal regulations relating to the maintenance department are met at all times.
- Directs, maintains, and enforces the safety program for the maintenance department; reviews safety records to uphold standards of maximum safety for all maintenance work.
- Coordinates activities with Operations management staff.
- Coordinates activities with IT staff and I-Views as appropriate.
- Monitors the use and inventories of spare parts, maintenance supplies, and equipment and initiates reordering when necessary.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Competencies:

- Exceptional human relations skills
- Must work well with their hands
- Have the skills necessary to fix most items that require maintenance within the clinic setting
- Ability to work with interruptions and to manage multiple priorities
- Must be honest, dependable, and flexible.
- Ability to manage multiple tasks simultaneously.
- Excellent customer service and communication skills.
- Empathetic with staff and patients' needs and concerns in relation to maintenance-equipment needs.
- Well organized with attention to detail.
- Must be able to communicate well, cooperate with others and capable of tolerating stress.
- Must be able to manage time extremely well and prioritize tasks.

- Must be able to work independently, effectively and efficiently, with a minimum of supervision

Minimum Education Requirements

- High school diploma or GED
- Certificate from a Vocational School or Associate degree highly desirable
- Any other certifications required by current law
- College Degree highly preferred and highly desirable
- COT or COMT preferred and highly desirable

Minimum Background Requirements

- Three years previous experience or training in this or similar position
- Bilingual a plus

Physical Requirements: Must be in good physical and mental condition to withstand the stress and demands of an extremely active and stressful position with ever-changing priorities and multiple deadlines. Manual dexterity, good eye-hand coordination, adequate vision and hearing needed in daily work. Walking up to 80% of the time, standing up to 90% of the time, bending, pulling, and stretching up to 70% of the time. Must be able to lift up to 30 pounds without assistance.

I have reviewed this position description and understand that I am expected to abide by these standards as outlined. I understand that I will be evaluated on these standards during performance reviews.

(Print Name - Employee)

(Date)

(Signature - Employee)

(Signature – Supervisor)

(Date)