

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES
POSITION DESCRIPTION

Issued

Revision

Position Title
MEDICAL EQUIPMENT SPECIALIST

Title Code
906910

Purpose of Position:

Under administrative and technical direction and supervision with latitude for independent action and decision initiates and completes work assignments in the Instrumentation and Inhalation Therapy Service or a medical equipment repair unit; as a specialist, is an integral team member in planning, establishing, implementing, and directing hospital medical equipment inventory, control, distribution, preventive maintenance repair and spare part services for a center, borough or city-wide program; performs related work.

Major Duties:

Plans and operates a spare part center based on evaluative survey of equipment. Selects and distributes kinds and amounts of parts needed for medical equipment repair, including identification and standardization of parts. Sets up guidelines regarding life expectancy of parts, anticipated usage and the ability of the available repair technician personnel to install and replace parts.

Makes recommendations re: inventory, usage, interchangeability, wearability and repairability of spare parts.

Conducts examination, inspection, research and analysis of equipment with engineers and reviews technical documentation, manufacturer's service manuals, specifications, drawings and other available literature.

Develops and prepares repair part listing and procurement procedures per hospital, borough and city; provides item description and technical data.

Recommends and implements methods of supply management for selected parts and stock levels to be established and maintained, as to quantity and quality; assists in evaluation and procurement of parts; serves as a consultant and advisor for pertinent information re: spare parts and equipment operation, repair, use, storage, care, maintenance etc. for repair technician staff, and hospital staff, i.e. doctors, nurses and others. Maintains optimum safety standards of equipment use for hospital staff and patients.

Directs and supervises repair technicians and unit staff; evaluates their performance operates a repair unit and spare part center. Performs equipment repairs and exercises central control of inventory, requisitioning, delivery and distribution of medical equipment and spare parts for a hospital facility in conjunction with a borough or city-wide operation.

Prepares work requisitions, item description work schedules and procedures; develops systems and standard operating procedures, conducts service evaluation and recommends and implements changes. Maintains system of records and reports.