



Clinical Engineering  
Management Committee

## Job Description

<b>Job Title</b>	<b>Biomedical Equipment Technician Team Leader</b>
<b>Reports To</b>	<b>Director</b>
<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Date</b>	

### **Job Summary**

Under minimal supervision, direct and coordinate the work of biomedical equipment technicians (BMETs) who repair, calibrate, maintain, and perform safety testing of all types of clinical equipment technologies, devices, instruments, and systems. Implement departmental policies and procedures.

### **Job Responsibilities**

**To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.**

Duties include:

- Coordinate and direct BMETs, working in conjunction with supervisor to develop work standards.
- Establish and implement equipment testing procedures.
- Establish and monitor work flow and assignments.
- Schedule equipment testing, repair, and preventive maintenance.
- Provide technical counsel to subordinate staff.
- In conjunction with supervisor, develop, administer, and ensure compliance with quality assurance measures, and monitor and enforce Joint Commission accreditation standards and other applicable standards and regulations.
- Supervise and take responsibility for directing, evaluating, and motivating BMET performance.
- In conjunction with supervisor, develop, implement, and ensure adherence to biomedical engineering practices and general departmental policies and procedures to improve the efficiency of repair services and operations.
- Contact medical equipment service suppliers to resolve problems with equipment operation; arrange for repair and parts replacement.
- Recommend equipment purchases and standardization to supervisor.
- Ensure accurate and efficient maintenance of department records and reports.
- Maintain professional growth through appropriate training, seminars, workshops, conferences, and related activities.
- Provide operational leadership to personnel and possibly serve as temporary site manager in the absence of the director/manager/supervisor.
- Perform related duties as assigned.

### **Supervision Received**

Individual will work under supervision of director/manager/supervisor of the clinical engineering department.

### **Working Relationships**

Individual will maintain good personal relationships and communication with fellow workers. Will be expected to participate in meetings, seminars, training, workshops, and conferences as required.

### **Minimum Qualifications**

**To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training, and/or work experience required.**

#### **Education/Experience**

Associate's degree in biomedical engineering technology, electronics technology, or related discipline is highly desirable, as well as a minimum of five years' technical experience performing clinical or biomedical equipment installation, testing, and repair. An equivalent combination of education and experience may be substituted. Also, one year as lead worker or supervisor of lower-level maintenance workers is desired.

#### **Knowledge, Skills, and Abilities**

- Knowledge of principles and practices of electronics or biomedical engineering technology as applied to the calibration and repair of biomedical equipment.
- Knowledge of industry standards and regulations.
- Familiarity with basic anatomy and physiology as applied to use of medical equipment.
- Ability to demonstrate use and maintenance of medical equipment and to perform calibration, repair, and maintenance of medical equipment using specialized test equipment.
- Ability to direct, monitor, evaluate, train, and motivate performance of subordinate BMETs.
- Ability to lift up to 50 pounds of equipment, to replace defective parts, to push/pull equipment, and to stand and walk during equipment repair.
- Highly effective verbal and written communication skills.

#### **Working Conditions**

Generally good working conditions. Possible hazards include exposure to ionizing radiation and chemicals and chemical fumes. Protective clothing and safe work practices are required.

**This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. (Name of Company) has the right to revise this job description at any time. (Name of Company) is an "at will" employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and (Name of Company).**