



21 August 2018

## Job Description

**Job Title:** Medical Engineering Technician  
**Employer:** Southwest Medical Ltd  
**Location:** Bristol  
**Department:** Engineering  
**Reports To:** Head Engineer  
**Managerially Accountable To:** Managing Director

## Job Summary

To be responsible for the calibration, maintenance, repair and service of a wide range of complex electronic and mechanical medical equipment. Duties to be carried out both in the workshop and on customer premises. To ensure equipment operates effectively and safely with minimum downtime to the customer. To adhere to set protocols and procedures within the workshop and onsite. Medical and clinical equipment covered includes electrical, electro-mechanical, electronic and medical gas systems.

## Specific Responsibilities:

- 1.1. Provide technical services in order to repair, maintain and electrical safety testing of complex and patient critical items used for the diagnosis, treatment and therapy of patients.
- 1.2. Communicate with clinical users in order to gain a full understanding of the nature of the fault/problem with the equipment.
- 1.3. Produce relevant paperwork for each repair/service job carried out.
- 1.4. Undertake/apply fault finding processes to diagnose faults and carry out repairs within the engineering department remit.
- 1.5. Ensure all calibration/repairs/servicing is carried out to manufacturer's specifications and regulatory requirements.
- 1.6. Practice appropriate workshop techniques so that the work area/department is clean, tidy and ensures a safe working environment.
- 1.7. Assist in maintaining adequate stock of spares to affect a timely service to the customer.

- 1.8. Carry out all duties in accordance with the Health and Safety at Work act, regulations, approved codes of conduct and local rules.
- 1.9. Attend training sessions to ensure compliance with latest manufacturers updates, service bulletins etc.
- 1.10. To carry out any other duties deemed necessary by the head engineer that is appropriate to level of skill/experience.

### **General Responsibilities:**

- 1.1. To adhere to the employers agreed policies and procedures.
- 1.2. To protect the confidentiality of information relating to the customer, employer, staff or other agencies.
- 1.3. To provide a professional quality service to the customer and employer.
- 1.4. To abide by health and safety policies and regulations. Uniform and PPE equipment will be provided.
- 1.5. To be fit and able to carry out duties as some lifting and handling is involved.
- 1.6. To be willing to work out of hours and stay away overnight in order to complete the job in hand.
- 1.7. Although infrequent to be willing to work overseas as required.

### **Internal Relationships:**

- Head of department regarding repair and maintenance requirements
- Admin Staff regarding day to day issues
- Customers telephone queries regarding repair and maintenance requirements
- Equipment manufacturers/Suppliers regarding repair and maintenance requirements
- Managing director overall authority regarding repair and maintenance requirements

### **External Relationships:**

- Customers onsite regarding repair and maintenance requirements
- Head engineer regarding repair and maintenance requirements whilst onsite