

Job Description

Job Title:	Equipment Management & Specialized Repair Technologist
Department:	School of Optometry and Vision Science
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	August 1, 2017

Primary Purpose

The School of Optometry provides an academic and clinic facility for the education of Optometry undergraduates, graduates and residents at the University of Waterloo. It also provides a comprehensive optometric service to the public through a university-based clinic. Approximately 24,000 patients are seen annually. Special populations are served through outreach projects around the region, across the country and throughout the world.

The Equipment Management & Specialized Repair Technologist ensures the proper operation of the wealth of ophthalmic equipment used for teaching and clinical purposes within the School of Optometry. (Instruments and devices include: exam chairs, equipment stands, phoroptors, keratometers, slit lamps, projectors, fields testing equipment, visual acuity charts, binocular indirect ophthalmoscopes, etc.) Seventy Ophthalmic lanes of equipment exist to be maintained. Performs in depth repairs on site and/or acts as a liaison to external service vendors. Emphasis is placed on patient safety at all times.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Equipment Repair <ul style="list-style-type: none"> Quickly respond to demand service to assess equipment issues and repair faults in clinical settings so as to ensure patient safety and to minimize disruption to patient care and student clinical experience
Preventative Maintenance <ul style="list-style-type: none"> Conduct routine inspections – repairing, adjusting and calibrating patient equipment adhering to operational and safety standards
Asset Management <ul style="list-style-type: none"> Create and manage an inventory listing of equipment and preventative maintenance schedule Make recommendations to promote safety and efficiencies in asset management (repair, replacement and purchase of new equipment) Maintain sufficient high use spare parts inventory Undertake equipment/parts sourcing
Vendor Liaison <ul style="list-style-type: none"> Competently trained by major ophthalmic vendors to service large equipment onsite thus cutting down on the need for services calls.
Safety Projects <ul style="list-style-type: none"> Complete Safety Projects pertaining to equipment issues Proactively identify, report and address equipment related safety issues keeping Patient Safety as the top priority
Other Duties <ul style="list-style-type: none"> Repair of Lab Research equipment / basic design and assist in the construction of research projects / general building repair issues / WHMIS / Monthly Shop Safety Inspections

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education <ul style="list-style-type: none">• Electronics Engineering Technologist Diploma is required, Biomedical Engineering Electronics Technologist Diploma is preferred• Equivalent combination of education and experience will be considered
Experience <ul style="list-style-type: none">• Minimum of 5 years of medical equipment repair management – in order to effectively perform troubleshooting, maintenance and service (both routine and unfamiliar/complex technology)
Knowledge/Skills/Abilities <ul style="list-style-type: none">• CSA Electrical Safety Standards; University of Waterloo Safety Guidelines• Organizational, analytical and problem-solving skills• Technical aptitude and expertise in electronic technologies and instruments• Self-directed and independent judgement and decision-making regarding technical matters• Interpersonal and communication (oral and written) skills, related to both technical and non-technical subject matter and applicable to diverse groups at all levels of knowledge and expertise• Microsoft Office Programs (Word, Excel, Outlook)

Nature and Scope

- **Contacts:** Within the School environment, regular contact with staff, students and faculty is required. Well-developed relationships with external vendors and service companies are necessary as well. The incumbent must be able to interpret service requests and relay meaningful information.
- **Level of Responsibility:** Maintain equipment considering Patient Safety as a priority.
- **Decision-Making Authority:** This position requires the ability to organize workload, work under pressure pertaining to failed equipment, applying a high degree of technical expertise and independent judgement. Acquired experience will dictate the ability to determine if it is economically sound to repair or replace a piece of ophthalmic equipment.
- **Physical and Sensory Demands:** Technical work requires periodic lifting of heavy items. Must be flexible to work on portable items or go to stationary devices to complete service.
- **Working Environment:** Hours of work: 37.5 per week. Periodically adjusting work hours to accommodate specific service coverage requests. Maintain equipment at the Main Campus and the downtown HSOC location. Occasional travel required to attend technical training.