

Class specifications
For the Class:

BIOMEDICAL ENGINEERING SUPERVISOR
F214; BU:02

Duties Summary:

Supervises, plans, organizes, develops and directs the operations of the Biomedical Engineering Department within a hospital and occasionally performs complex installations, repairs, calibrations and periodic/preventive maintenance and documentation of biomedical equipment and performs other related duties as assigned.

Distinguishing Characteristics:

This is the full supervisory class in the series. This class supervises, through subordinate supervisors, the activities of a Biomedical Engineering Program. Carries out a variety of activities required for the effective management of the biomedical services such as development of policies, procedures, standards, objectives, quality assurance, budget estimating, seeing that adequate biomedical supplies are maintained and equipment is properly cared for. Incumbent works with considerable degree of independence under the general supervision of the Hospital Administrator/Regional CEO or designee.

Typical Work Assignments:

Supervises through subordinate Biomedical Technician IV positions; prepares work schedules and assigns staff to various projects; instructs staff in technical aspects of duties and in hospital rules and regulations; inspects work of staff; evaluates staff work performance; responsible for the procurement of equipment; manages medical equipment service contracts; evaluates medical equipment; assists in planning and development of other units' equipment budget; maintains records; responsible for the inventory and requisitions for supplies and equipment; makes budget estimates; prepares periodic activity reports; on occasion, performs complex installations, repairs, calibrations and periodic/preventive maintenance and documentation of biomedical equipment; develops and ensures compliance with the hospital environment of care plan for managing medical equipment in accordance with Federal, State and/or other agencies regulatory standards.

Knowledge and Abilities Required:

Knowledge of: The overall requirements for effectively providing a wide range of biomedical services, including biomedical engineering principles and standard methods and techniques; operations and repair of biomedical equipment; electronic principles and theories; functions of different types of clinical and imaging equipment in a hospital; principles and practices of supervision; regulatory and accrediting standards.

Ability to: Plan, coordinate, develop and direct the wide range of biomedical services and work with other hospital personnel in effectively providing these services; lay out, schedule, assign and review the work of several groups of biomedical engineering technicians through a subordinate level of supervision; perform the installation, repair, calibration and maintenance of simple to the most complex clinical or radiologic devices/equipment identified; analyze and make sound judgment as to the action being taken; use electronic and electrical test equipment and small hand and power tools; read and interpret equipment service manuals, schematic drawings, etc. and apply them to repair situations; communicate effectively orally and in writing; and prepare reports. Possess the ability to effectively supervise and direct others in biomedical engineering techniques, methods and quality standards and goals; deal effectively with other supervisors in organizing and expediting work.

This is the first class specification for the class BIOMEDICAL ENGINEERING SUPERVISOR.

APPROVED: January 18, 2002

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