



# Dilkon Medical Center

Job Vacancy Announcement #DDH-24-28

Closing Date: 05/31/2024

**POSITION TITLE: Biomedical Engineer Supervisor**

**DEPARTMENT: Facilities Management**

## **Position Summary:**

Under general supervision of the Facility Maintenance Deputy Director, the Biomedical Equipment Supervisor provides engineering and managerial expertise to promote the safe, reliable, effective and economical use of resources in the delivery of health care. They provide the following: Direct care support through the application of engineering technology to the health care environment, professional\technical consultation relating to engineering technology and patient care equipment, and manage available resources to implement a comprehensive Clinical Engineering Program. Provides program direction and expert technical advice in the clinical engineering field. Projects for which the employee makes decisions are often valued in one to five hundred thousand dollar ranges with design impact on multi-million dollar construction projects. The employee's recommendations are accepted as authoritative and serve as the basis for committing the activity to courses of action on projects that may be multi-year duration, which may be set precedence and which directly affect the health care delivery within the service unit. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all inclusive.*

## **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Improves staff effectiveness by motivating, coaching, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, appraising job tasks and results in a timely manner, and approving time sheets.
- Assists in the supervision of personnel, which includes work allocation, schedules, time approval, hiring, training, orientation, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Oversees the overall planning, direction, and timely execution of the Biomedical Engineering program, including development of the service, assignment of duties, and pursuit of higher-level administrative approval of goals and objectives for supervisors or managers of subordinate levels.
- Maintains all tracking of the equipment replacement.
- Exercises discretionary authority to approve allocation and distribution of funds in the service's budget. Plans, organizes, staffs, directs, controls, and evaluates this program at each facility and the outpatient clinics.
- Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of the employees
- Conducts program review, reporting results to the Facility Director.
- Writes instructional material and conducts training in the techniques and methods of testing, calibrating and operating medical and dental systems for station personnel.
- Assists the Facility Director in identifying their training needs. Acquires training from in-house as well as outside sources (e.g. attendance in community college courses, vendor service schools, conferences/seminars, etc.) to maintain and improve their working knowledge of medical equipment repair.

- Performs duties of broad scope and complexity to analyze, develop, design, modify, plan, install, evaluate, certify and correct system malfunctions on complex medical and dental systems that have vitally interrelated, and sometimes dispersed subsystems. The medical and dental systems are located throughout the Winslow service unit.
- Formulates methods and techniques to perform scheduled and unscheduled preventive maintenance and assure operational safety.
- Conducts in-service training and provides assistance to staff, operators, and others to assure operational safety techniques.
- In performing repairs, the specialist is responsible for determining the most economical and efficient means of completing the repair. Attention is given to the device repair history, user needs, parts and service availability, and the need for stocking parts in-house.
- Performs development work on complex medical and dental systems or comparable individual devices or assemblies using new and existing precedents.
- Interprets, selects, adapts, and applies various guidelines, precedents, and engineering principles and practices, which relate to clinical instrumentation.
- Assists clinical staff in evaluating medical equipment proposed for purchase. Pre-purchase evaluations may consist of an overall review of operation, recurring maintenance needs, ease of servicing, availability of parts/materials, etc.
- Serves as a technical advisor and consultant to physicians and health administrators in the purchase of new instrumentation. Inspects and evaluates new systems upon receipt to determine that all government safety regulations, manufacturers' specifications and contract requirements are met. Frequent coordinative action with healthcare personnel is required.
- Assignments involve work in a broad range of activities and highly specialized functions. As a professional consultant and technical expert for the WIHCC, the employee makes engineering decisions concerning a broad range of clinical systems and medical devices. In addition, the employee is confronted with problems which often require the extension of existing methods and/or the development of new approaches.
- Provides counsel and influences major purchases by programs, thus requiring sound and mature judgment, together with an ability to organize, teach, and provide technical management. Consults not only within the agency but also with manufacturers, educational institutions, research organizations, tribal organizations, and professional societies. The incumbent keeps abreast of current developments in clinical engineering and evaluates their potential application to the service unit health care programs.
- Works closely with professional engineering and medical personnel within WIHCC. Communicates, orally and in writing, with medical, dental, administrative and engineering professionals to determine overall objectives desired, while visualizing, suggesting, and working out solutions to the design of operational problems with medical and dental systems.
- Performs calibration and performance of entire complex medical and dental systems, made up of several subsystems, the failure of which will adversely affect the medical and dental mission. Responsible for and has the authority to determine whether a system is to be removed from service, remain in service, or be restored to service. These responsibilities have a direct bearing on the success of the medical mission and could result in a life or death situation.
- Ensures patient data is secure throughout the medical segmentation by coordinating with the IT management staff.
- Serves on WIHCC committees such as: Environment of Care (EOC).
- Participate in department meetings: Imaging, Lab, clinical, executive.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Possesses cultural awareness and sensitivity.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.

- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

Bachelor's Degree in Engineering and three years of work experience in the Healthcare Industry or Certification as Certified Clinical Engineer and seven years of Clinical Engineering experience. Licensed Professional Engineer preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge and understanding of Health System Planning processes.
- Knowledge of and skill in applying a comprehensive range of principles, concepts, and practices concerning equipment with complicated technical requirements that have no clear precedent or plan such as specialized equipment in worldwide use and within a hospital consisting of several buildings with different functions requiring different operational procedures.
- Knowledge of engineering concepts, principles and practices applicable to the full range of clinical engineering duties concerned with the design, repair and operation of patient care equipment and features of a health care delivery program.
- Knowledge sufficient to oversee and implement a program involving the identification and resolution of difficult issues or problems such as determining equipment deficiencies and appropriate resolutions; developing maintenance concepts including forecasting usage rates and establishing initial repair and replacement factors; analyzing facility and equipment requirements against customer needs; and preparing budgets based on plans for maintenance, repair work, and replacement of existing equipment.
- Expert and extensive knowledge of public health and disease prevention with specific knowledge of clinical engineering practices; a thorough knowledge of Facility, Real Property, and Health Care Construction; and knowledge of acquisition planning methodologies
- Knowledge of national codes and standards as directly related to Biomedical Equipment Support Program (AAMI, ANSI, NFPA, NEC, JC, FDA, AHA, SMDA, etc.) is required.
- Knowledge of the principles of acquisition planning necessary to support on-going multi-year programs relating to delivery of health care.
- Knowledge and vast experience in the techniques, theories, and characteristics of digital electronics, electricity, electro-mechanics, microprocessor controls, computers, and computer networks in conjunction with physics, chemistry, anatomy, medical terminology, physiology, optics, pneumatics, hydraulics, mechanics, algebra, trigonometry, and hospital procedures.
- Knowledge of functional use of a variety of medical systems and measurement instrumentation.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to apply knowledge to clinical engineering functions on complex medical and dental systems, which are multi-disciplinary in nature. Knowledge of strong work ethics in the workplace.
- Ability to read, write, understand and follow written and verbal instructions as required with successful follow through.
- Ability to be dependable in attendance and job performance.
- Ability to work independently with minimal supervision.

- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Total Color Blindness is considered a disqualifying factor.

**Work Environment:**

Work is performed in an office, health care and construction site setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals lethal operating voltages, rotating machinery, and high pressures/vacuums. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**