

BAY STATE MEDICAL, INC.

JOB DESCRIPTION

Revised (09/22/05)

Job Title: Warehouse Technician

Department: Warehouse

Reports to: Warehouse Manager

QUALIFICATIONS

Previous warehouse or related experience; Good personal hygiene and an aptitude for cleanliness; Experience in mechanical assembly and/or repair of mechanical or electronic devices.

OVERALL RESPONSIBILITY

1. Loads equipment placed in the dirty area of the warehouse to the cleaning area. Uses personal protective equipment, as required and using appropriate cleaning agent, decontaminates equipment.
2. Makes appropriate notation on tag that equipment has been cleaned. Locates equipment in area designated for operational and safety checks to be performed.
3. Maintains maintenance records on all serialized equipment in the rental fleet.
4. Maintains shipping and receiving in receiving all shipments. Check in and properly store all incoming freight and UPS deliveries.
5. Assist delivery staff in selection and loading of proper equipment and supplies.
6. Clean warehouse and maintain in neat, organized condition. Empty trash; break down boxes, and ensure that trash is properly disposed of.
7. Stock shelves and maintain inventory, as directed.
8. Makes all repairs to the equipment . If repairs cannot be made, if in or out of inventory, they will be sent to manufacturer.
9. Transfills Oxygen cylinders.

10. Performs other duties as assigned.

PHYSICAL AND ENVIRONMENTAL

- The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet
- While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 100 pounds.

CONTINUED EDUCATION

- Stay current with the latest technology in the industry
- Attend in-services as required
- DME Train