



Job Description

Job title	Technical Assistant
Reporting to	
Summary	<p>Main function:</p> <p>The Technical Assistant will provide planned preventive maintenance and remedial repair works on biomedical devices at Southampton General Hospital. They will work closely with their Team Leader and other Biomedical Engineers to ensure that Key Performance Indicators (KPI) are achieved.</p> <p>They will complete associated administration relating to their daily activity and under MTS's Quality Management Systems (QMS).</p> <p>They will support customer whilst building strong relationship.</p>
Key results / objectives	<p>Primary duties:</p> <ul style="list-style-type: none"> • Carry out Planned Preventive Maintenance (PPM) on a range of medical devices. When appropriately trained. • Carry out Corrective Maintenance (CM) on a range of medical devices (mainly Beds). • Work to manufacturers specifications regarding their maintenance techniques. • Complete all admin work associated with their day to day jobs. • Work closely under the guidance of Team Leader and others experienced Biomedical Engineers. • Exceed KPI targets to ensure customer satisfaction. • Maintain safe working practices at all times and comply with the Health and Safety policy. • Maintain stock levels of spare parts. <p>Additional duties:</p> <ul style="list-style-type: none"> • Assist in managing workload requirement for the contract – planned and remedial. • Maintain service documentation in line with the OEM specifications. • Escalate any issues or plans to change resource requirements. • Liaise with third party suppliers. • Ensure the integrity of asset data is maintained. • Maintain tools and test equipment appropriately. • Review ways to improve the service and productivity.

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Skills / experience	<p>Specific requirements include:</p> <ul style="list-style-type: none"> • At least 1 years of experience in a field related to medical engineering or similarly technical in nature. • Good organisational skills. • A strong commitment to Quality objectives and procedures. • Strong written and verbal communication skills. • Able to work as part of a team. • Customer relationship development.
Working conditions	Monday to Friday 0800 – 1700hrs
Location	Southampton General Hospital
Holidays	Refer to Contract

Approved by:	Head of Operations and Quality
Date approved:	3 rd March 2021
Reviewed:	