



Career Service Authority
Central Supply Lead Technician

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GENERAL STATEMENT OF CLASS DUTIES

This is full performance work at Central Supply assisting the supervisor by performing lead responsibilities during a work shift or in a specific area.

DISTINGUISHING CHARACTERISTICS

The *Central Supply Lead Technician* class is assigned full performance level duties assisting with supervision during a work shift or providing lead responsibility in a specific area. Positions in the *Central Supply Supervisor* class supervise the work of subordinate employees in Central Services.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Performs lead work over subordinate employees.

ESSENTIAL DUTIES

Assists shift supervisor and performs supervisory functions as needed.

Perform lead functions in decontamination of equipment and distribution of medical supplies to the hospital, laboratories and clinics.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Maintains inventory record and submits requisitions to ensure adequate supply levels.

Verifies that equipment functions properly, requisitions for equipment maintenance, repair or replacement; and removes defective equipment.

Maintains a clean work area.

Assists with maintaining established departmental policies and procedures, objectives; and quality improvement, safety, and environmental and infection control standards.

Assists in training, scheduling and checking the work of other employees.

Leads projects under the supervision of the manager.

Ensures in-service training is provided for all staff.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

Problem-Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Reading - Understands and interprets written material, including technical information, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written materials to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training and/or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Leadership - Interacts with others to influence, motivate, and challenge them; adapts leadership styles to a variety of situations.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

Leading a Diverse Workforce - Implements diversity policies for subordinate staff; supports opportunities to develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Managing Human Resources - Plans, distributes, coordinates, and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately utilized and developed, and are treated in a fair and equitable manner.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Self Management - Sets well-defined and realistic personal goals; displays a high level of initiative, effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Teamwork - Encourages and facilitates cooperation, pride, trust and group identity; fosters commitment and team spirit; works with others to achieve goals.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Customer Service - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions.

Knowledge of supervisory principles and practices sufficient to be able to contribute to the development of an employee performance plan and document employee performance.

Knowledge of equipment function sufficient to be able to determine operational adequacy and to distinguish between operator error and equipment malfunction.

Knowledge of applicable sanitary, infection control, and safety standards sufficient to be able to perform all assignments within the safety parameters.

Knowledge of unit and floor needs sufficient to be able to assemble and distribute appropriate medical supplies and equipment.

Knowledge of processes, procedures and quality assurance sufficient to be able to decontaminate equipment and distribute medical supplies.

Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Skill in cleaning specialized equipment.

Physical Demands:

Carrying: Transporting and object, usually by hand, arm, or shoulder.

Climbing: Ascending or descending objects usually with hands/feet.

Crouching: Bending body downward and forward by bending legs.

Eye/hand/foot coordination: Performing work through using two or more.

Fingering: Picking, pinching, or otherwise working with fingers.

Handling: Seizing, holding, grasping, or otherwise working with hand(s).

Kneeling: Bending legs to come to rest on one or both knees.

Lifting: Raising or lowering an object weighing more than 50 lbs. from one level to another.

Pulling: Exerting force on an object so that it is moving to the person.

Pushing: Exerting force upon an object so that the object is away.

Reaching: Extending the hand(s) and arm(s) in any direction.

Repetitive Motions: making frequent movements with a part of the body.

Standing: Remaining on one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Walking: Moving about on foot.

Accommodation: ability to distinguish and identify different colors.

Color Vision: ability to distinguish and identify different colors.

Near Acuity: ability to see clearly at 20 inches or less.

Mathematical Reasoning

Memorization

Oral Comprehension

Written Comprehension

Working Environment:

Wet: Frequent contact with water or other liquid.
Hazards: Conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: Conditions that affect the skin or respiratory system.
Exposed to hazardous/toxic chemicals.
Exposed to hazards from electrical/mechanical/power equipment.
Exposed to housekeeping/cleaning agents/chemicals.
Exposed to infection from disease-bearing specimens.
Exposed to infections and contagious diseases.
Exposed to risk of blood-borne diseases.
Exposed to unpleasant elements (accidents, injuries, and illness).
May be exposed to patient elements.
Occasional pressure due to multiple calls and inquiries.
Requires judgment/action which could result in death of patient.
Subject to burns and cuts.
Subject to cuts from microtome knives.
Subject to hazards of flammable, explosive gases.
Subject to injury from moving parts of equipment.
Subject to many interruptions.

Education Requirement:

High School or GED certificate desirable.

Experience Requirement:

Three years of experience in hospital supply, preparing and distributing medical supplies and equipment.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 12/16/2003

REVISED BY: Don Braden

CLASS HISTORY This revision of Central Supply Lead Technician follows the decision to assign sterilization and wrapping of surgical instruments and hospital trays to Certified Sterile Processing Technicians.