

## **Refurbishing Supervisor**

The Refurbishing Division collects donations of gently used home medical equipment, cleans and repairs these items, then makes them available to anyone for affordable cost.

**Job Description** – To oversee all activities of refurbishing department and participate in repair activities with staff and volunteers. This is a newly created leadership & ‘hands on’ position.

### **Key Responsibilities and Accountabilities**

- Support mission of organization and special division of refurbished home medical equipment
- Participate in training to identify and learn function of donated medical equipment  
(*work with the ops manager and use the self study guide in the YR database*)
- Develop general understanding of inventory database and inventory controls
- Participate in equipment diagnostics and repair for items such as manual and power wheelchairs, hospital beds, and specialty walkers
- Demonstrate ability to extract critical parts from nonfunctional equipment and apply reuse strategies for future use
- Ability to use internet search to find diagnostic information, equipment recall and operating manuals
- Direct and supervise the workflow of all refurbishing staff and volunteers  
(*set daily priorities for cleaning, repair, recycling areas; performance evaluations*)
- Carry out quality assurance procedures with all equipment after refurbishing
- Ensure workplace safety in refurbishing area
- Assist in development of training protocols for refurbishing medical equipment
- Train staff and customers on equipment assembly & disassembly

### **Qualifications:**

- Strong Foundational Skills in both English and Math
  - Advanced Mechanical Ability for handling and operating tools
  - Problem Solving & Trouble Shooting Skills for mechanical problems with equipment
  - Attention to detail to ensure equipment’s proper function and safety
  - Consistent follow through with all projects
  - Leadership and team building skills
  - Ability to use & demonstrate good body mechanics (*able to lift 50 lbs.*)
  - Supervisory Experience (minimum 1-2 yrs)
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- ◆ Full time position
  - ◆ Salary 35-40,000 depending on experience & benefits package
  - ◆ Accepting applications for this new position until February 15, 2012
  - ◆ Submit resume via email. Please note “Position” on topic line.