

Title: Clinical Engineering Director	Start Salary: \$95,000	May 10, 2010
Evaluator: President	Reports to: Executive Management	
Purpose: To manage all clinical engineering operations for the company		

**Duties and Responsibilities** (in order of importance)

1. Manage all requests for service and close them effectively with minimal costs.
2. Manage and grow the capabilities of the Field Service Network.
3. Manage, analyze and coordinate service contracts.
4. Provide technical assistance to sales and procurement departments.
5. Coordinate available resources for all outside service requests such as repairs, inspections and in-services.
6. Ultimately responsible for outside emergency situations and respond as required including immediate travel and hands on technical support.
7. Manage in house engineers temporarily assigned to them for a specific service requests.
8. Instruct, train and mentor biomedical and imaging engineers with their projects and technical questions.
9. Respond to incoming service requests to acquire more repair work or potential service contacts.
10. Provide hands on technical work as required.
11. Maintain and purchase tools and equipment specific for field service.

**Knowledge, Skills and Abilities** (in order of importance)

1. Knowledge of JCAHO requirements.
2. Knowledge of hospital and pre-hospital operations and management systems.
3. Ability to forecast and budge clinical engineering contracts.
4. Ability to understand technical documents and service manuals.
5. Skilled to use office software including contact and asset management programs.
6. Knowledge of engineering staff's capability and equipment assignments.
7. Ability to motivate, teach and lead technical staff.
8. Skilled to use hand and power tools.
9. Skilled to use biomedical and imaging test equipment.
10. Skilled to use oscilloscope, function analyzer and DVM.
11. Skilled with advanced soldering techniques.
12. Ability to lift 75 lbs.

**Credentials and Experience**

1. BS degree in electronic or biomedical engineering
2. 15 + years experience.
3. CBET, CCE or PE certificates.

**Special Requirements** (established by evaluator)

1. Some overnight travel.
2. Overtime as required and exempt.