



# FREE'S MEDICAL

MEDICAL EQUIPMENT & SUPPLIES

215 KENWOOD DRIVE  
COSHOCOTON, OH 43812-1926

(740) 622-4528  
TOLL FREE (800) 736-2416  
FAX (740) 623-5863

## Equipment Technician

### **Requirements:**

Must be 21 years of age, be physically able to lift 85 pounds, and have a clear driving record. Skills include excellent human interaction, documentation, follow-up, writing and verbal communication. Because Free's Medical believes in a safe and healthy work environment, we are all tobacco-free and conduct ongoing drug and background checks.

**Reports to:** Operations Manager or President

### **Responsibilities:**

- Schedules and organizes daily deliveries and returns. Loads and unloads medical equipment, oxygen and medical supplies into delivery vehicle.
- Performs equipment setups in private residences, apartments, nursing facilities, hospitals and other locations in a safe, timely and professional manner. Instructs patient in the safe and proper use of equipment.
- Makes oxygen deliveries and equipment service checks within the daily route.
- Accurately completes equipment orientation checklists, delivery receipts, reimbursement documents and other paperwork necessary for the transaction.
- Performs minor equipment repairs and preventative maintenance on medical equipment within and outside the facility.
- Listens to patient's complaints and/or problems, resolves those situations within the company's policies and procedures, and refers any unresolved situations to management.
- Maintains company vehicle in clean and orderly manner. Performs daily vehicle inspections and maintains logs.
- Cleans and performs maintenance on medical equipment when returned in accordance with Free's Medical policy.
- Works as on-call service representative in evenings and weekends on a scheduled basis. Must respond in a safe, timely and professional manner to customer and patient service requests.
- Complies with and adheres to all regulatory compliance areas, policies and procedures.
- Maintains Educational Requirement of Six (6) Hours Per Year.

Job descriptions are written in a general way and include a sufficient number of duties to determine the level and degree of skill and responsibility required of the job.