

**BLOOD CENTERS OF THE PACIFIC
JOB ANNOUNCEMENT**

- POSITION:** **Equipment Specialist**
- DEPARTMENT:** Training, Safety and Process Improvement (TSPI)
- SPECIFICS:** One part time position; M-F; 20 hours; weekends and some traveling to other as needed
- GENERAL FUNCTION:** Under general direction, performs and/or coordinates performance of maintenance/calibration on a variety of diagnostic, analytic and monitoring equipment. Coordinates shipments of equipment to outside vendors. Performs equipment validations. Performs all other duties as assigned.
- ESSENTIAL DUTIES AND RESPONSIBILITIES:** Performs all assigned duties in compliance with internal SOPs and external regulations.
- Assures quality customer service to all customers.
 - Is responsible for bringing compliance issues to the attention of management.
 - Orders and maintains adequate inventory of repair parts and forms.
 - Performs routine quality control, calibration and maintenance of equipment.
 - Performs equipment validations
 - Maintains department equipment files and testing records
 - Coordinates shipment of equipment to outside vendors for repair and/or calibration.
 - Maintains complete and adequate paper and electronic records on equipment and defective materials as required to meet standards.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** Two (2) years college in science or electronics **preferred**
- EXPERIENCE:** Two (2) years experience working with equipment in a laboratory, electronics or quality control setting.
- NOTE:** Equivalencies will be considered.
- OTHER:** Valid CA driver's license and acceptable driving record.
- APPLICABLE SKILLS, KNOWLEDGE & ABILITIES:** Excellent written and verbal communication skills. Ability to interact and communicate effectively with all levels of staff, volunteers and vendors. Strong interpersonal skills with the ability to work with others in a positive and harmonious manner. Ability to work with minimal supervision. Well-developed organizational and problem solving skills. Ability to work accurately, to follow instructions and established policies. Excellent mechanical skills to perform equipment calibration, maintenance and validation. Ability to organize/manage time and set priorities. Computer skills a must. Must be customer service oriented. Must be able to understand and apply universal precautions when working with biohazardous material.
- HOW TO APPLY:** Submit current resume to Human Resources.
- SELECTION PROCESS:** Resumes received will be evaluated competitively and only those applicants with the best qualifications will be contacted and scheduled for an interview.

EOE/AA

