

# Volunteer Position Description

<b>Position Title:</b>	Plant Engineering - Electronic Systems Repair and Test Assistant
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Edg
<b>Position Summary:</b>	
Volunteer will assist Plant Engineering Staff in the performance of repairs and testing of the various Electronic Systems throughout the Edgewood Hospital Campus.	
<b>Qualifications:</b>	
Standard requirements and qualifications that are necessary to adequately perform the required tasks are as follows: <ul style="list-style-type: none"> <li>• Maintain confidentiality</li> <li>• Need Basic keyboard/typing/computer skills</li> <li>• Must be able to stand/walk/and sit for long periods</li> <li>• Must be able to understand/follow/detailed written and oral directions</li> <li>• Be willing to learn how to read complex As-Built architectural drawing as they relate to the Fire Alarm System</li> <li>• Be willing to learn and assist with basic repairs as they relate to the Nurse Call System</li> <li>• Be able to use small hand tools (ie: screwdrivers, pliers, wrenches, etc.)</li> <li>• Be able to learn and use simple testing and diagnostic equipment.</li> </ul>	
<b>Duties &amp; Responsibilities:</b>	
Major Position Functions: <ul style="list-style-type: none"> <li>• Assist Plant Engineering Associates with basic repairs and testing of the various Electronic Systems (ie: Nurse Call System, Fire Alarm System, Patient Television repairs and maintenance, etc.)</li> <li>• Able to learn and interpret Fire Alarm nomenclature as it appears on the computer screen during quarterly testing of the Fire Alarm System</li> <li>• Able to learn and use a two way radio system responsibly and be able to communicate data accurately</li> </ul>	
<b>Key Accountabilities:</b>	
Standard Measurements Include: <ul style="list-style-type: none"> <li>• Effectively maneuver through a series of computer screens and be able to interpret and communicate the data displayed</li> <li>• Effectively use a two way radio system responsibly and professionally</li> <li>• Maintain a regular weekly schedule and responsibly communicate when not available as circumstances arise</li> <li>• Able to demonstrate basic use of hand tools skillfully and safely</li> <li>• Able to effectively use simple testing and diagnostic equipment as required for testing purposes</li> </ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"> <li>• Plant Engineering Staff is open for Volunteer to choose their own work days and hours but must be consistent and dependable to allow for scheduling of testing procedures.</li> </ul>	
<b>Uniform:</b>	
The preferred uniform for volunteers working in Plant Engineering is: <ul style="list-style-type: none"> <li>• Traditional volunteer uniform (smock, jacket or solid color polo shirt for men) with solid color casual pants only (no denims, no sweats, jogging or spandex pants)</li> <li>• Flat, closed-toe shoe only</li> </ul>	