



Position Description DMLSS/MAXIMO Clerk

Position Title

DMLSS/MAXIMO Clerk

Location

Varies by contract

Job Type

Temporary (Contract Based)

Years of Experience

3-6

Educational Level

High School Diploma required
Associates/ Bachelors Degree preferred

Career Level

Entry Level/ Mid Level

Pay Rate

Varies by contract

Job Purpose

The general purpose of this position is to support the on-site DMLSS/MAXIMO System. This includes ensuring that all service work orders, repair orders and preventive maintenance work orders are received, schedule, completed, recorded and entered into the DMLSS/MAXIMO daily and in accordance with contract requirements, company policy and site requirements.

Summary of Job Duties

- Dispatches BMETs for safety testing, inspection or repair of medical equipment.
- Reviews electronic work orders daily from the BMETs.
- Maintains a safe and healthy work environment by complying with federal, state, local and HIPPA regulations.
- Determines and schedules work orders according to urgency and establishes a control process to ensure timely work order completion.
- Perform any necessary communication and customer service with customers on status of service requests.
- Perform other related duties as requested or assigned.

Job Qualifications/ Requirements

- Minimum Education: High School degree required. Associates/ Bachelors degree preferred.
- Minimum Experience: 3-6 years of related experience
- Possess or be eligible for a NACI investigated CAC card for system access.



Position Description DMLSS/MAXIMO Clerk

- Possess basic knowledge of policies, practices, procedures and equipment types.
- Excellent written and oral communication skills
- Excellent computer skills: Microsoft Office Suite (Word, Excel, Outlook)
- Detail oriented with strong organizational skills
- Good manual dexterity and hand-eye coordination to work small parts, tools, etc.
- Analytical with critical thinking skills
- Strong work ethic and team player
- Ability to work with minimal supervision
- Effective time management and logical decision- making ability
- Must have reliable transportation