



## Position Description

### DMLSS/MAXIMO Clerk (BMET)

**Position Title**

DMLSS/MAXIMO Clerk (BMET)

**Location**

Varies by contract

**Job Type**

Temporary (Contract Based)

**Years of Experience**

3-6

**Educational Level**

DoD trained BMET or certified CBET required

**Career Level**

Entry Level or junior BMET

**Pay Rate**

Varies by contract

**Job Purpose**

The general purpose of this position is to support the on-site DMLSS 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 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.
- Utilizes BMET training to ensure clean and accurate data entry and equipment testing results.
- 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: DoD trained BMET or certified CBET required
- Minimum Experience: 3-6 years of related experience
- Possess or be eligible for a NACI investigated CAC card for system access.



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- 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