



Equipment Maintenance Technician

JOB SUMMARY

Under the direction of the Campus Operations department, the Maintenance Technician will inspect, repair, calibrate, and maintain all ophthalmic and medical equipment. Work on various electro-mechanical instruments and related devices by performing a combination of the following: installing, maintaining, repairing, overhauling, troubleshooting, modifying, assembling and testing. Responsible for the maintenance and operation of several building systems including energy management, HVAC, automatic clocks, and other devices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Locate and diagnose instrument and equipment failure, using standard diagnostic tools, engineering data, diagrams, manuals, technical knowledge, and electronic principles
- Troubleshoot and repair complex electrical/electronic/mechanical problems with diverse ophthalmic and medical equipment where the repair is not immediately visible or obvious.
- Install, qualify, modify, calibrate, and safety test a variety of equipment and instrumentation.
- Make precise mechanical adjustments using precision measuring equipment and tools to restore equipment to required operating conditions.
- Troubleshoot and repair low voltage equipment such as power supply, switches, and pedals.
- Travel quarterly or as needed to support off-site clinics in Los Angeles, Anaheim, Garden Grove, Tustin, and others.
- Build custom cables and perform soldering of electronic components.
- Support Faculty/Professors by fabricating various test fixtures, holders, sliders, switches, etc.
- Perform preventive maintenance on equipment according to quality and safety procedures.
- Fabricate parts as required using a variety of hand, power, and tools common to trade.
- May include heavy lifting of machinery parts, exam chairs and benches.
- Participate in cleaning and organization as appropriate.
- Perform other duties and requested or assigned.

QUALIFICATION REQUIREMENTS

The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- At least 5 years of hands-on experience required in general electronics.
- Excellent verbal, written, and interpersonal communication skills.
- Working knowledge of Microsoft Office applications.
- Exceptional customer service skills.
- Ability to professionally represent the department and support the University core values.
- Valid driver's license and reliable transportation to travel occasionally to other facilities.
- Ability to work on-call and extended hours as needed.
- Must be able to lift 50 pounds and move objects over 100 pounds.

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Associate's degree or higher from accredited college or technical school with courses in electronics required.
- Advanced mechanical, electrical, electronics and controls troubleshooting experience preferred.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stoop, reach, kneel, crouch, and stand; use hands to touch, handle, or feel objects, tools, or controls; reach with hands and arms.
- Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus and distinguish colors.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus.

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume to Humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.