

# Southeast Technical Institute

Sioux Falls School District 49-5

## JOB DESCRIPTION

### Simulator Technician

<b>Department:</b>	Academic Affairs/Health and Human Services/Nursing Programs	<b>Job Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	Nursing Programs Director
		<b>Receives Guidance From:</b>	Vice President of Academic Affairs
<b>Grade/Level:</b>	184, 210, or 12 Month Southeast Technical Institute Employment Contract Group as assigned by Administration, Salary Schedule: Level G	<b>Amount of Travel Required:</b>	Less than 10%
<b>Work Schedule:</b>	M-F, 8:00am-5:00pm. Flexibility to work evening/weekend hours	<b>Positions Supervised:</b>	None
<b>Prepared By Title or Dept:</b>	Southeast Technical Institute Human Resources Department	<b>Approved By Title or Dept:</b>	Nursing Programs Director
<b>Prepared By Date:</b>	April, 2017	<b>Approved By Date:</b>	April, 2017

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#### POSITION SUMMARY

This position will work with the Nursing Programs staff and other Southeast Technical Institute Health and Human Services staff to troubleshoot lab simulations and install/repair program equipment for Southeast Technical Institute students enrolled in the health programs.

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## ESSENTIAL FUNCTIONS

### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### Essential Functions Statement(s)

- Assist staff in supporting the Nursing and other Health and Human Services programs through programming/operation of medical simulators and performing support tasks as needed.
- Test student lab simulators, medical equipment, computer hardware/software, props, mannequins, and audio-visual systems for technical and educational integrity.
- Troubleshoot and support medical equipment and technology issues with students and staff.
- Research and retain up-to-date knowledge of simulation technology for student instruction and current clinical practices.
- Maintain inventory and related supplies to be able to troubleshoot, repair, and maintain all lab equipment.
- Ensure that all documentation, record keeping, maintenance records, and licensing requirements are kept up to date.
- Work collaboratively with the Nursing Program Director and the Health and Human Services Program Directors, to ensure technology is parallel to Program requirements and goals.
- Provide periodic progress and needs updates/requests to Southeast Technical Institute Administration relating to budget and efficiencies of the simulation/medical equipment.
- Other duties as assigned by supervisor or other designee(s).

## POSITION QUALIFICATIONS

### Competency Statement(s)

- **Adaptability** - Ability to adapt to change in the workplace.
- **Applied Learning** - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- **Change Management** - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- **Coaching and Development** - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- **Creative** - Ability to think in such a way as to produce a new concept or idea.
- **Communication, Oral** - Ability to communicate effectively with others using the spoken word.
- **Communication, Written** - Ability to communicate in writing clearly and concisely.
- **Conceptual Thinking** - Ability to think in terms of abstract ideas.
- **Customer Oriented** - Ability to take care of the customers' needs while following company procedures.
- **Detail Oriented** - Ability to pay attention to the minute details of a project or task.
- **Energetic** - Ability to work at a sustained pace and produce quality work.
- **Ethical** - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- **Honesty / Integrity** - Ability to be truthful and be seen as credible in the workplace.
- **Organized** - Possessing the trait of being organized or following a systematic method of performing a task.
- **Problem Solving** - Ability to find a solution for or to deal proactively with work-related problems.
- **Reliability** - The trait of being dependable and trustworthy.
- **Project Management** - Ability to organize and direct a project to completion.
- **Technical Aptitude** - Ability to comprehend complex technical topics and specialized information.

## SKILLS & ABILITIES

**Education :** AAS/BS in Biomedical, Mechatronics, or Electronics with additional training in the fields not covered by their degree.

### Experience :

- Background in Electronics, Mechatronics, or Biomed required.
- 1-2 years' experience in troubleshooting course delivery software.
- 1-2 years' experience in simulation based technology.
- 1-2 years' experience in troubleshooting/repairing lab simulators and medical equipment.

### Computer Skills:

- Must be proficient in Microsoft Office, a variety of PC hardware/software, video cameras and microphones necessary to operate and maintain the Health and Human Services student labs.
- Ability to develop new multimedia products and environments, and able to master proprietary software quickly.

**Certificates & Licenses:** One or more certifications in CBET, CRES, CLES preferred.

### Other Requirements:

- Knowledge of licensing and copyright laws.
- Knowledge of Southeast Technical Institute's Policies, Procedures, and health program course requirements.
- Flexible schedule to meet needs of health program simulation/medical equipment requirements and lab schedules.
- Must be highly organized, have attention to detail, and able to work on multiple projects/requests simultaneously.
- Post-offer criminal background check required.

## PHYSICAL DEMANDS

### Physical Demands

Stand	C (Constantly)	<u>Lift/Carry</u> 10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	C (Constantly)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

*N (Not Applicable)*

*O (Occasionally)*

*F (Frequently)*

*C (Constantly)*

*Activity is not applicable to this occupation.*

*Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)*

*Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)*

*Occupation requires this activity more than 66% of the time (5.5+ hrs/day)*

## Other Physical Requirements

### Talking

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

### Vision

- Sufficient visual acuity for extensive reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

### Sense of Sound

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.
- Detect and distinguish sounds of specific program stipulations (i.e. classroom, program lab simulations).

### Sense of Touch

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

## WORK ENVIRONMENT

General office environment with standard office equipment available during classroom/lab instruction. Lighting and temperature are adequate for classroom and course delivery. Moderate noise levels typical of an office environment due to staff/student conversations in classroom.

Simulation student labs and computer hardware tend to have louder noise levels due to running equipment, tool usage, and unit's operational modes. Some fluctuating climate control during different lab experiences and when repairing equipment. Exposed to outdoor weather conditions when traveling to other sites and location.

Job is sedentary in the classroom setting that is similar to an office environment. There tends to be more strenuous physical activities performed during student lab simulation that includes heavy lifting of mechanical and electrical equipment. Potential exposure to toxic substances. Possible exposure to communicable diseases.

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## **EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION**

### **EMPLOYER STATEMENT**

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

### **EMPLOYEE AUTHORIZATION**

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Print Name: \_\_\_\_\_