

**TITLE: DELIVERY/EQUIPMENT TECHNICIAN**

**General:** The Delivery/Equipment Technician must be knowledgeable of all equipment and supplies provided by Home Medical and uphold it's standard for excellence. Responsible for competent, efficient, and friendly delivery service to customers in their home. Responsible for safeguarding company assets while in their care.

**Responsible To:** Manger

**Qualifications**

**Physical:**

1. In an average 8 hour day the employee lifts/carries up to 65 pounds frequently.
2. In an average 8 hour day the employee stands/walks 3 hours.
3. In an average 8 hour day the employee sits 1 hours. (These hours include up to 1 hours of data entry/phone work.)
4. In an average 8 hour day the employee drives 4 hour.
5. The employee lifts/carries up to 170 lbs. maximum.
6. Must be clean & neat in personal appearance.

**Education:**

1. High school diploma or G.E.D. equivalent preferred.

**Experience/Knowledge/Personality:**

1. Excellent driving record with Hazardous Material endorsement.
2. Able to function as a polite and cooperative team member with a positive attitude.
3. Good oral and written communication skills.
4. Must be detail oriented.
5. People sensitive characteristics with a desire to help others.
6. Prefer someone at least 21 years old.

**On Call:**

1. Periodically available for non-office hours.
2. Willing to be trained in pertinent area of equipment/supplies.
3. Available for home/office visits.

Responsibilities  
and Duties:

1. Deliver and set-up equipment and supplies efficiently and provide instructions to client as appropriate.
2. Be familiar with and adhere to all regulatory and safety procedures that apply to the delivery of liquid oxygen.
3. With the assistance of the Branch Manager, arrange for efficient and cost effective routes and deliveries.
4. Pick up equipment in timely manner.
5. Assist with cleaning and repair of all equipment while in store and time permits. Maintain records for all rental equipment.
6. Responsible for being on-call as per company policy.
7. Responsible for attendance at in-store meetings.
8. Assist with retail sales and be knowledgeable of supplies, prices and reimbursement issues.
9. Assist with inventory control.
10. Help maintain branch building and grounds by cleaning, painting, performing minor repairs and other tasks as time permits.
11. Responsible for seeking tasks and informing Branch Manager of idle time between deliveries.
12. Responsible for observing confidentiality at all times.
13. Responsible for the safe operation and routine care of company vehicles.
14. Performs other duties as deemed appropriate by management.