JOB DESCRIPTION

POSITION TITLE: Equipment Technician (Part-Time- Monday, Wednesday, and Friday)

CONTRACT: District of Columbia Assistive Technology Program

SUPERVISED BY: Equipment Recycling Coordinator

Principal Duties and Responsibilities:

♦ Assess the needs of customers.
♦ Keep the Equipment Lending Coordinator apprised of equipment availability scheduled.
♦ Receive donated equipment and determine usability.
♦ Repair and maintain donated equipment, including any cleaning required.
♦ Determine if or when equipment should be pulled from active use and salvaged for parts.
♦ Provide technical assistance to program participants, including familiarizing them with equipment operation and regular user maintenance.
♦ Assist in diagnosing equipment problems for program participants.
♦ Assist with inventory controls and tracking.
♦ This is a “hands-on” position for someone who enjoys working with and solving mechanical problems.

Qualifications
This position requires a High School Graduate or a GED Certificate. Must be familiar with hand tools and have basic skills equivalent to bicycle repairs. Applicants must conduct online research specifically for device manufacturers’ specifications and information. Computer literacy would be sufficient to research manufacturer specifications and information. Some lifting will be required for this position.

Application Deadline: Opened until filled.

Please submit a resume to Alicia Johns, Program Manager, at ajohns@uls-dc.org. No phone calls, please.

HOW TO APPLY
All applicants should email your resume and list of references electronically to the Program The manager is listed below. (Subject Line: Equipment Technician) Please include a cover letter providing examples of your assistive technology experience.

Alicia C. Johns
Program Manager
DC Assistive Technology Program
ajohns@uls-dc.org
No calls, please

Applications will be considered as soon as they are received.

ULS is an equal opportunity employer and values diversity of culture, disability, and other life experiences. Persons with disabilities are encouraged to apply. Please visit our website at www.atpdc.org to learn more about our program activities.