

Contents

AVP, Community Hospitals IT Operations..... 2

Manager, IT Business Partner 4

Manager, Clinical Engineering 6

Supervisor, Clinical Engineering..... 8

Clinical Engineering Specialist Senior 10

Clinical Engineering Specialist..... 12

Role Name: AVP, Community Hospitals IT Operations

Job Summary:

Responsible for driving technology alignment and innovation across community hospitals and affiliates. Oversees operational and strategic planning to ensure effective system integration and cybersecurity practices. Collaborates with IT leaders to enhance staff education, resource management, and budget planning. Identifies and implements opportunities for improved technology service delivery and organizational efficiency

Essential Functions:

- Provides strategic leadership and vision for technology integration across community hospitals and affiliates, ensuring alignment with overall enterprise objectives and driving innovation at the executive level. As the representative for the enterprise technology team - facilitates alignment, execution, and organization of joint Community Hospital and enterprise technology goals.
- Oversees major operational objectives and long-term technology strategies for affiliates, ensuring seamless integration and interoperability of systems across the enterprise.
- Assists with the development of cybersecurity business and communication practices, including objectives and metrics, and enforces adherence to cybersecurity practices suited for Community Hospitals.
- Formulates and meets Critical Success Factors in alignment with enterprise requirements for meeting Community Hospitals needs each year as part of the Strategic Planning Process.
- Participates in enterprise-wide strategic planning, leads tactical planning for local data centers, technology systems, implements and monitors plans representing Community Hospitals.
- Assists in innovation endeavors and identifies opportunities for strategic change, enhancing technology service delivery and operational efficiency at the enterprise level.
- Collaborates with Enterprise IT leaders on initiatives to educate staff on IT and application value.
- Develops and manages multi-year budgets and resource plans for IT activities, coordinating purchases, contracts, reviews and approvals of IT requests working in partnership with Enterprise IT and Community Hospital Executive leadership.
- Performs other duties as assigned.

Education Requirement: Bachelor's degree. Master's degree equivalent preferred

Experience Requirement: 15+ years of related and/or progressive experience

An equivalent combination of education and experience may be considered. All experience must be paid and in the same related field. Part-time and PRN experience will be prorated based on hours worked per week. Volunteer work and internships for academic credit are not counted.

Certifications & Licensures: N/A

Working Conditions:

- A. Lifting, pushing, and/or pulling objects up to 50lbs: 2. Occasional (<10% of the time)
- B. Lifting, pushing, and/or pulling objects over 50lbs: 1. Never
- C. Standing or walking with objects up to 10lbs: 2. Occasional (<10% of the time)
- D. Standing or walking with objects up to 25lbs: 1. Never
- E. Sitting at computer workstation for extended periods: 4. Regular (>50% of the time)
- F. Risk of back injury from moving, lifting or positioning patients, equipment, or materials: 1. Never

- G. Repetitive motion: 4. Regular (>50% of the time)
- H. Working at heights above 4 feet: 1. Never
- I. Working in confined spaces: 1. Never
- J. Risk of injuries from use of equipment on the job: 1. Never
- K. Job-related travel: 2. Occasional (<10% of the time)
- L. Loud noises: 1. Never
- M. Temperature extremes: 1. Never
- N. Hazardous chemicals and fumes including waste: 1. Never
- O. Radiation: 1. Never
- P. Burns: 1. Never
- Q. Cuts/Punctures: 1. Never
- R. Bloodborne/airborne pathogens: 1. Never
- S. Recombinant DNA or viral vectors: 1. Never
- T. Combative/violent people: 1. Never
- U. Animal handling (including carcasses): 1. Never
- V. Please specify other(s) and amount of exposure (i.e. Occasional, Intermittent or Regular): N/A

Physical Demands:

This position requires regular sitting at a computer workstation for extended periods of time; performing tasks with regular repetitive motions (such as typing); intermittent standing or walking with objects weighing up to 10 pounds; and occasional lifting, pushing, and/or pulling of objects up to 50 pounds or standing or walking with objects up to 25 pounds.

Role Name: Manager, IT Business Partner

Job Summary:

Responsible for managing regional business–IT alignment to ensure technology services and initiatives meet business objectives. Establishes trusted relationships with regional leaders and enterprise IT to translate needs into prioritized, actionable work. Ensures adoption of new technologies through communications, training, and readiness plans that drive measurable outcomes. Coordinates issue escalation and value tracking to sustain reliable service delivery and continuous improvement.

Essential Functions:

- Manages regional IT business partner staff, performance, and workload to ensure effective coverage and delivery.
- Oversees translation of business requirements into actionable requests and ensures prioritization based on business value and urgency.
- Ensures IT demand and service delivery align with regional strategies and organizational objectives.
- Manages service performance for the region, monitoring SLAs and satisfaction, and oversees resolution of escalations and critical incidents.
- Leads regional change adoption plans, including communications, training, and readiness campaigns for new technologies.
- Coordinates with enterprise IT, security, architecture, and vendor partners to align release plans and solutions with business timelines.
- Reports on the outcomes and business impact of IT initiatives, including productivity, efficiency, compliance, and adoption metrics.
- Oversees governance, budgeting, and portfolio processes to ensure compliance with policy, risk, and regulatory requirements.
- Engages stakeholders by maintaining communication on IT changes, risks, and opportunities and advocating for regional interests in enterprise planning.
- Performs other duties as assigned.

Education Requirement: Bachelor's degree

Experience Requirement: 4-5 years of experience

An equivalent combination of education and experience may be considered. All experience must be paid and in the same related field. Part-time and PRN experience will be prorated based on hours worked per week. Volunteer work and internships for academic credit are not counted.

Certifications & Licensures: N/A

Working Conditions:

- A. Lifting, pushing, and/or pulling objects up to 50lbs: 2. Occasional (<10% of the time)
- B. Lifting, pushing, and/or pulling objects over 50lbs: 1. Never
- C. Standing or walking with objects up to 10lbs: 2. Occasional (<10% of the time)
- D. Standing or walking with objects up to 25lbs: 1. Never
- E. Sitting at computer workstation for extended periods: 4. Regular (>50% of the time)
- F. Risk of back injury from moving, lifting or positioning patients, equipment, or materials: 1. Never

- G. Repetitive motion: 3. Intermittent (10% - 50% of the time)
- H. Working at heights above 4 feet: 1. Never
- I. Working in confined spaces: 1. Never
- J. Risk of injuries from use of equipment on the job: 1. Never
- K. Job-related travel: 2. Occasional (<10% of the time)
- L. Loud noises: 1. Never
- M. Temperature extremes: 1. Never
- N. Hazardous chemicals and fumes including waste: 1. Never
- O. Radiation: 1. Never
- P. Burns: 1. Never
- Q. Cuts/Punctures: 1. Never
- R. Bloodborne/airborne pathogens: 1. Never
- S. Recombinant DNA or viral vectors: 1. Never
- T. Combative/violent people: 1. Never
- U. Animal handling (including carcasses): 1. Never
- V. Please specify other(s) and amount of exposure (i.e. Occasional, Intermittent or Regular): N/A

Physical Demands:

This position requires regular sitting at a computer workstation for extended periods of time; performing tasks with intermittent repetitive motion (such as typing); and occasionally standing or walking with objects weighing up to 10 pounds, as well as lifting, pushing, and/or pulling objects weighing up to 50 pounds.

Role Name: Manager, Clinical Engineering

Job Summary:

Responsible for leading and supporting installation and management of application deployment platforms for production, reporting, disaster recovery, training, and non-production environments. Directs and oversees installation and maintenance of administrative and monitoring tools, monitors system performance, and troubleshoots issues. Leads platform upgrades, documents and maintains system design and build components, and audits work products for quality assurance. Collaborates with teams to ensure a defect-free environment and optimal system functionality.

Essential Functions:

- Leads monitoring and transition from current to future state objectives.
- Collaborates with business and IT leadership to ensure smooth system integration and design transitions.
- Leads, mentors, and supports EHR Technical Administrative staff.
- Functions as Subject Matter Expert to identify, develop, and execute project solutions.
- Directs planning, sequencing, and execution of project tasks to meet objectives and milestones.
- Leads installation, management, and upgrades of application deployment platforms and tools.
- Troubleshoots, triages, and resolves or escalates technical issues to maintain system performance.
- Documents, maintains, and audits system design, build documents, and workflows in compliance with standards.
- Participates in process improvement initiatives to enhance IT service quality and effectiveness.
- Performs other duties as assigned.

Education Requirement: Bachelor's degree in computer science, computer engineering, or a related field

Experience Requirement: 4-5 years of experience in computer science, computer engineering, or a relevant area

An equivalent combination of education and experience may be considered. All experience must be paid and in the same related field. Part-time and PRN experience will be prorated based on hours worked per week. Volunteer work and internships for academic credit are not counted.

Certifications & Licensures: Epic Operational Database Administrator, Epic Cogito Systems Administration

Working Conditions:

- A. Lifting, pushing, and/or pulling objects up to 50lbs:2. Occasional (<10% of the time)
- B. Lifting, pushing, and/or pulling objects over 50lbs:1. Never
- C. Standing or walking with objects up to 10lbs:3. Intermittent (10% - 50% of the time)
- D. Standing or walking with objects up to 25lbs:2. Occasional (<10% of the time)
- E. Sitting at computer workstation for extended periods:3. Intermittent (10% - 50% of the time)
- F. Risk of back injury from moving, lifting or positioning patients, equipment, or materials:2. Occasional (<10% of the time)
- G. Repetitive motion:3. Intermittent (10% - 50% of the time)
- H. Working at heights above 4 feet:1. Never
- I. Working in confined spaces:1. Never
- J. Risk of injuries from use of equipment on the job:2. Occasional (<10% of the time)
- K. Job-related travel:2. Occasional (<10% of the time)
- L. Loud noises:1. Never
- M. Temperature extremes:1. Never

- N. Hazardous chemicals and fumes including waste:2. Occasional (<10% of the time)
- O. Radiation:1. Never
- P. Burns:1. Never
- Q. Cuts/Punctures:2. Occasional (<10% of the time)
- R. Bloodborne/airborne pathogens:2. Occasional (<10% of the time)
- S. Recombinant DNA or viral vectors:1. Never
- T. Combative/violent people:1. Never
- U. Animal handling (including carcasses):1. Never
- V. Please specify other(s) and amount of exposure (i.e. Occasional, Intermittent or Regular):N/A

Physical Demands:

This position requires intermittent sitting at a computer workstation for extended periods of time; performing tasks with repetitive motions (such as typing); intermittent standing or walking with objects weighing up to 10 pounds; occasional standing or walking with objects weighing up to 25 pounds; and occasional lifting, pushing, or pulling objects weighing up to 50 pounds. Also involves some exposure to risk of back injury from moving, lifting, or positioning patients, equipment, or materials; risk of injuries from use of equipment on the job; hazardous chemicals and fumes including waste; cuts/punctures; and bloodborne or airborne pathogens.

Role Name: Supervisor, Clinical Engineering

Job Summary:

Responsible for leading a team of technical professionals to ensure the proper installation, maintenance, and repair of medical equipment, managing workflows, inventory, regulatory compliance, and staff development. Coordinates preventative maintenance, troubleshooting complex equipment issues, documenting activities, managing vendor relationships, and providing training on equipment use.

Essential Functions:

- Leads, mentors, and supports EHR Technical Administrative staff.
- Functions as Subject Matter Expert to identify, develop, and execute project solutions.
- Directs planning, sequencing, and execution of project tasks to meet objectives and milestones.
- Leads installation, management, and upgrades of application deployment platforms and tools.
- Troubleshoots, triages, and resolves or escalates technical issues to maintain system performance.
- Documents, maintains, and audits system design, build documents, and workflows in compliance with standards.
- Participates in process improvement initiatives to enhance IT service quality and effectiveness.
- Performs other duties as assigned.

Education Requirement: High school diploma or equivalent

Experience Requirement: 0-4 years of related/progressive experience in computer science, computer engineering, or a relevant area

An equivalent combination of education and experience may be considered. All experience must be paid and in the same related field. Part-time and PRN experience will be prorated based on hours worked per week. Volunteer work and internships for academic credit are not counted.

Certifications & Licensures: Certified Biomedical Equipment Technician (CBET), Certified Healthcare Technology Manager (CHTM), or equivalent

Working Conditions:

- A. Lifting, pushing, and/or pulling objects up to 50lbs:2. Occasional (<10% of the time)
- B. Lifting, pushing, and/or pulling objects over 50lbs:1. Never
- C. Standing or walking with objects up to 10lbs:3. Intermittent (10% - 50% of the time)
- D. Standing or walking with objects up to 25lbs:2. Occasional (<10% of the time)
- E. Sitting at computer workstation for extended periods:3. Intermittent (10% - 50% of the time)
- F. Risk of back injury from moving, lifting or positioning patients, equipment, or materials:2. Occasional (<10% of the time)
- G. Repetitive motion:3. Intermittent (10% - 50% of the time)
- H. Working at heights above 4 feet:1. Never
- I. Working in confined spaces:1. Never
- J. Risk of injuries from use of equipment on the job:2. Occasional (<10% of the time)
- K. Job-related travel:2. Occasional (<10% of the time)
- L. Loud noises:1. Never

- M. Temperature extremes:1. Never
- N. Hazardous chemicals and fumes including waste:2. Occasional (<10% of the time)
- O. Radiation:1. Never
- P. Burns:1. Never
- Q. Cuts/Punctures:2. Occasional (<10% of the time)
- R. Bloodborne/airborne pathogens:2. Occasional (<10% of the time)
- S. Recombinant DNA or viral vectors:1. Never
- T. Combative/violent people:1. Never
- U. Animal handling (including carcasses):1. Never
- V. Please specify other(s) and amount of exposure (i.e. Occasional, Intermittent or Regular):N/A

Physical Demands:

This position requires intermittent sitting at a computer workstation for extended periods of time; performing tasks with repetitive motions (such as typing); intermittent standing or walking with objects weighing up to 10 pounds; occasional standing or walking with objects weighing up to 25 pounds; and occasional lifting, pushing, or pulling objects weighing up to 50 pounds. Also involves some exposure to risk of back injury from moving, lifting, or positioning patients, equipment, or materials; risk of injuries from use of equipment on the job; hazardous chemicals and fumes including waste; cuts/punctures; and bloodborne or airborne pathogens.

Role Name: Clinical Engineering Specialist Senior

Job Summary:

Responsible for performing advanced maintenance, repair, and troubleshooting of complex biomedical equipment and systems. Applies specialized technical expertise on devices, circuits, and integrated medical technologies to ensure optimal performance and reliability. Ensures compliance with safety, regulatory, and accreditation standards while supporting safe and effective use of biomedical technologies. Provides guidance and technical support to other technicians, contributes to equipment lifecycle planning, and collaborates with vendors, IT, and clinical stakeholders to maintain high standards of patient care and system integrity.

Essential Functions:

- Performs advanced troubleshooting, repair, and calibration of complex biomedical devices and systems.
- Conducts comprehensive preventive maintenance and safety testing across high-acuity and specialized equipment.
- Applies advanced technical knowledge to interpret complex circuit diagrams and integrated systems.
- Acts as a resource for junior technicians by sharing expertise and demonstrating troubleshooting best practices.
- Coordinates vendor services, reviews service reports, and verifies quality repair outcomes.
- Collaborates with IT and networking teams to resolve medical equipment connectivity and integration issues.
- Assesses critical equipment failures and makes timely technical decisions to restore service and ensure safety.
- Supports equipment lifecycle planning by contributing to replacement strategies and evaluating new technologies.
- Develops and assists with training activities related to biomedical systems and safety practices.
- Performs other duties as assigned.

Education Requirement: High school diploma or equivalent and vocational/technical training in a designated technical area

Experience Requirement: 3-5 years of experience in a healthcare, clinical setting, or a relevant area

An equivalent combination of education and experience may be considered. All experience must be paid and in the same related field. Part-time and PRN experience will be prorated based on hours worked per week. Volunteer work and internships for academic credit are not counted.

Certifications & Licensures: Certified Biomedical Equipment Technician (CBET), Certified Laboratory Equipment Specialist (CLES), Certified for Radiological Equipment Specialist (CRES)

Working Conditions:

- A. Lifting, pushing, and/or pulling objects up to 50lbs: 3. Intermittent (10% - 50% of the time)
- B. Lifting, pushing, and/or pulling objects over 50lbs: 2. Occasional (<10% of the time)
- C. Standing or walking with objects up to 10lbs: 4. Regular (>50% of the time)
- D. Standing or walking with objects up to 25lbs: 3. Intermittent (10% - 50% of the time)
- E. Sitting at computer workstation for extended periods: 2. Occasional (<10% of the time)
- F. Risk of back injury from moving, lifting or positioning patients, equipment, or materials: 2. Occasional (<10% of the time)
- G. Repetitive motion: 3. Intermittent (10% - 50% of the time)
- H. Working at heights above 4 feet: 2. Occasional (<10% of the time)
- I. Working in confined spaces: 2. Occasional (<10% of the time)

- J. Risk of injuries from use of equipment on the job: 3. Intermittent (10% - 50% of the time)
- K. Job-related travel: 2. Occasional (<10% of the time)
- L. Loud noises: 2. Occasional (<10% of the time)
- M. Temperature extremes: 2. Occasional (<10% of the time)
- N. Hazardous chemicals and fumes including waste: 2. Occasional (<10% of the time)
- O. Radiation: 2. Occasional (<10% of the time)
- P. Burns: 2. Occasional (<10% of the time)
- Q. Cuts/Punctures: 3. Intermittent (10% - 50% of the time)
- R. Bloodborne/airborne pathogens: 2. Occasional (<10% of the time)
- S. Recombinant DNA or viral vectors: 1. Never
- T. Combative/violent people: 1. Never
- U. Animal handling (including carcasses): 1. Never
- V. Please specify other(s) and amount of exposure (i.e. Occasional, Intermittent or Regular): N/A

Physical Demands:

This position requires regular standing or walking with objects weighing up to 10 pounds; intermittent standing or walking with objects up to 25 pounds; intermittent lifting, pushing, and/or pulling objects weighing up to 50 pounds; and occasional lifting, pushing, and/or pulling objects over 50 pounds. It also involves occasional sitting at a computer workstation for extended periods of time; performing tasks with repetitive motions; occasional risk of back injury from moving, lifting, or positioning patients, equipment, or materials; and intermittent risk of injuries from use of equipment on the job. Additional physical demands include intermittent exposure to cuts/punctures; occasional exposure to hazardous chemicals and fumes including waste, bloodborne or airborne pathogens, loud noises, temperature extremes, radiation, and burns; and occasional work in confined spaces or at heights above 4 feet.

Role Name: Clinical Engineering Specialist

Job Summary:

Responsible for performing preventive maintenance, inspections, and repairs on a variety of medical and ancillary equipment. Provides technical support by troubleshooting equipment malfunctions, conducting electrical safety checks, and ensuring compliance with manufacturer guidelines. Ensures accurate documentation of work orders, parts usage, and database updates. Develops proficiency with testing tools, interprets circuit diagrams, and collaborates with clinical staff to maintain safe and reliable equipment. Coordinates service activities to minimize equipment downtime and support patient care.

Essential Functions:

- Performs preventive maintenance, calibration, and repair of medical equipment according to manufacturer specifications.
- Conducts electrical safety inspections and documents findings in compliance with standards.
- Troubleshoots and resolves equipment malfunctions using diagnostic tools and simulators.
- Enters work orders, orders replacement parts, and updates equipment databases.
- Utilizes multimeters, oscilloscopes, safety analyzers, and other biomedical testing devices.
- Assesses clinical situations during equipment failure and provides timely technical response.
- Collaborates with clinical staff to ensure equipment availability and functionality for patient care.
- Ensures compliance with hospital policies, regulatory standards, and safety requirements.
- Provides guidance and support to less experienced technicians as needed.
- Performs other duties as assigned.

Education Requirement: High school diploma or equivalent and vocational/technical training in a designated technical area

Experience Requirement: 2-3 years of experience in a healthcare, clinical setting, or a relevant area

An equivalent combination of education and experience may be considered. All experience must be paid and in the same related field. Part-time and PRN experience will be prorated based on hours worked per week. Volunteer work and internships for academic credit are not counted.

Certifications & Licensures: Certified Biomedical Equipment Technician (CBET), Certified Laboratory Equipment Specialist (CLES), Certified for Radiological Equipment Specialist (CRES)

Working Conditions:

- A. Lifting, pushing, and/or pulling objects up to 50lbs: 3. Intermittent (10% - 50% of the time)
- B. Lifting, pushing, and/or pulling objects over 50lbs: 2. Occasional (<10% of the time)
- C. Standing or walking with objects up to 10lbs: 4. Regular (>50% of the time)
- D. Standing or walking with objects up to 25lbs: 3. Intermittent (10% - 50% of the time)
- E. Sitting at computer workstation for extended periods: 2. Occasional (<10% of the time)
- F. Risk of back injury from moving, lifting or positioning patients, equipment, or materials: 2. Occasional (<10% of the time)
- G. Repetitive motion: 3. Intermittent (10% - 50% of the time)
- H. Working at heights above 4 feet: 2. Occasional (<10% of the time)
- I. Working in confined spaces: 2. Occasional (<10% of the time)
- J. Risk of injuries from use of equipment on the job: 3. Intermittent (10% - 50% of the time)

- K. Job-related travel: 2. Occasional (<10% of the time)
- L. Loud noises: 2. Occasional (<10% of the time)
- M. Temperature extremes: 2. Occasional (<10% of the time)
- N. Hazardous chemicals and fumes including waste: 2. Occasional (<10% of the time)
- O. Radiation: 2. Occasional (<10% of the time)
- P. Burns: 2. Occasional (<10% of the time)
- Q. Cuts/Punctures: 3. Intermittent (10% - 50% of the time)
- R. Bloodborne/airborne pathogens: 2. Occasional (<10% of the time)
- S. Recombinant DNA or viral vectors: 1. Never
- T. Combative/violent people: 1. Never
- U. Animal handling (including carcasses): 1. Never
- V. Please specify other(s) and amount of exposure (i.e. Occasional, Intermittent or Regular): N/A

Physical Demands:

This position requires regular standing or walking with objects weighing up to 10 pounds; intermittent standing or walking with objects up to 25 pounds; intermittent lifting, pushing, and/or pulling objects weighing up to 50 pounds; and occasional lifting, pushing, and/or pulling objects over 50 pounds. It also involves occasional sitting at a computer workstation for extended periods of time; performing tasks with repetitive motions; occasional risk of back injury from moving, lifting, or positioning patients, equipment, or materials; and intermittent risk of injuries from use of equipment on the job. Additional physical demands include intermittent exposure to cuts/punctures; occasional exposure to hazardous chemicals and fumes including waste, bloodborne or airborne pathogens, loud noises, temperature extremes, radiation, and burns; and occasional work in confined spaces or at heights above 4 feet.