

Job Description

Job title: Surgical Instrument Repair Technician (In-House)
Wage Category: SIRT I, II, or III
Department: Warehouse
Reporting to: Supervisor Shipping/Receiving
FLMA Status: Non-exempt (Fair Labor Standards Act)

Responsibilities include:

- Perform warranty analysis
- Inspect and evaluate hand held surgical instruments for repair quotes
- Repair hand held surgical instruments by polishing, grinding and sharpening
- Repair hand held surgical instruments using watchmaker's tools, measuring instruments and bench machines
- Process work orders and returns in a timely manner for fast return to customer or inventory
- Perform routine measurements using calipers, micrometers, steel rulers, etc.
- Prepare documentation (work orders, purchase orders, quotes, etc.)
- Maintain repair shop and its equipment
- Assist in analysis and reporting of returned goods
- Communicate with internal and external customers in a professional manner
- Maintain standard of quality
- Perform jobs and tasks as assigned