

# PANAKEIA JOB DESCRIPTION

**TITLE:** Delivery Technician  
**DEPARTMENT:** Home Oxygen  
**REPORTS TO:** Branch Manager  
**REVISION DATE:** April 21, 2021

## **POSITION SUMMARY**

The Delivery Technician will deliver equipment to patients consistent with Company Policy regarding, The Joint Commission (TJC), quality, cost reduction, complete and on-time delivery, safety, customer satisfaction, employee relations, visual controls, and company performance measures.

Veterans are encouraged to apply.

## **Essential Job Functions**

- Manages material requirements to provide complete deliveries to patients.
- Ensures compliance with company standards for TJC, cost control, waste reduction, quality patient care, safety, and complete and on-time delivery.
- Complies with state and federal regulations and licensure.
- Maintains a favorable working relationship with all employees to promote a cooperative and harmonious working environment in order to facilitate positive employee morale, productivity, and continued improvement.
- Must be knowledgeable of all patient equipment and have the ability to train on how to operate equipment.
- Participates in Performance Improvement process and adhering to approved methods to improve area operations, processes, efficiency and service to both internal and external customers.
- Maintains and develops personal competencies, skills and licenses.
- Maintains vehicle to be clean, organized and operating safely at all times.
- Perform other related duties as assigned.

## **Supervisory Responsibilities**

- No supervisory responsibilities

## **Physical Demands**

- Regularly lift/carry items weighing up to 30 lbs.
- Occasionally lift and/or move up to 150 lbs.
- Frequent prolonged standing, sitting, and walking.

# PANAKEIA JOB DESCRIPTION

## **Competencies (Knowledge, Skills and Abilities)**

- Ability to solve practical problems.
- Ability to read, analyze, and interpret procedures, or regulations.
- Ability to write reports and log patient data.
- Excellent written and verbal communication skills
- Ability to understand and articulate services that we offer.
- Ability to assess environments for safety
- Excellent customer service skills.

## **Employment is contingent on:**

- Background investigation
- Drug Screen
- Valid Driver's License in state of residence with a clean driving record.

## **Educational and Experience Requirements**

- High School diploma or equivalent preferred
- Experience with inventory management, delivery processes and equipment operation..

## **Benefits**

- Medical, Prescription, Dental and Vision plans
- Paid Time Off and Paid Holidays

## **Work Environment and Environmental Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. No or very limited exposure to physical risk.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

By signing this acknowledgment electronically, I agree that my electronic signature is the legally binding equivalent to my handwritten signature.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date