

CLASS TITLE: MEDICAL/RADIOLOGY TECHNICIAN

PURPOSE OF THE CLASSIFICATION: Under general supervision performs the skilled operation of radiological equipment in taking and developing x-ray negatives for examination by the City Physician and performs medical assistant procedures and subprofessional laboratory health tests of a routine nature, and other related assigned duties.

ESSENTIAL TASKS:

- Operates, services and performs routine maintenance of radiological and x-ray equipment
- Develops x-ray negatives of patients in the City medical program
- Conducts electrocardiograms, cuts and mounts electrocardiogram tracings
- Performs and advises patients on various health tests, immunizations and veni punctures
- Orders x-ray films and supplies
- Maintains medical database and records of tests and x-rays
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Education Development Certificate (GED), supplemented by the successful completion of a recognized training program in x-ray technology and three (3) years of experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of radiological technology, x-ray equipment, medical assistant duties and related equipment/supplies and safety procedures; and good knowledge of the necessary maintenance of various equipment. Ability to perform necessary medical procedures and diagnostic testing accurately following necessary safety procedures; ability to maintain medical records and database; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Must possess considerable skill in operating x-ray equipment to produce negatives that clearly show the desired angles, sides and views requested by the City Physician.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; occasional pushing up to 60 pounds; occasional pulling up to 60 pounds; occasional use of color vision; may be subject to walking, standing, reaching, bending, handling, feeling, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of, or ability to obtain registration with the American Registry of Radiological Technologists and certification as a Medical Assistant by the American Association of Medical Assistants within twelve (12) months from date of employment.

WORKING ENVIRONMENT: Working environment is primarily in an office setting; and may be exposed to radiological equipment.

Class Code: 3504

EEO Code: N-03

Pay Code: OT-19

Group: Cultural, Legal and Sciences

Series: Medical

Effective Date: May 8, 2003