

POSITION DESCRIPTION

Department: Purchasing Title: Materials Technician	
Date Created: 1/29/2026 Next Review Date: 1/29/2028	Reports to: Director of Materials Approved by: <u>S. Ottley</u> S. Ottley (Feb 9, 2026 09:47:04 PST) (Administrative Dept. Signature)

POSITION STATUS: ☒Hourly ☐Salaried

POSITION SUMMARY

The Materials Technician performs a broad range of supply chain and logistics functions supporting the hospital’s clinical, surgical, and operational services. Responsibilities include receiving, stocking, inventory control, distribution, and maintenance of supply areas in compliance with regulatory, safety, and organizational standards.

This position operates as a cross-trained generalist. All technicians perform core materials management duties and may be assigned to specific functional areas based on daily operational needs, staffing levels, and organizational priorities.

DUTIES & RESPONSIBILITIES

Essential Job Functions – Core Materials Management Duties (All Technicians)

- Receive, inspect, verify, and document incoming supplies and equipment
- Stock and replenish designated supply locations and par areas
- Rotate inventory and monitor for expired, damaged, or recalled items
- Utilize inventory management systems and handheld devices
- Pick, stage, and distribute supplies to clinical and support departments
- Maintain clean, organized, and compliant storage areas
- Respond to routine and urgent supply requests
- Assist with cycle counts, physical inventories, and discrepancy resolution
- Follow infection control, safety, and regulatory standards
- Provide courteous and timely customer service to staff
- Support departmental moves, projects, and operational needs as assigned

Area-Specific Supplemental Assignments

Materials Technicians may be assigned to one or more of the following functional support areas based on departmental needs, staffing levels, and operational priorities. These assignments supplement core materials management duties and do not alter the primary classification of the position.

1. Purchasing Support / Backup Buyer

- Assist with purchase order processing and documentation
- Communicate with vendors regarding orders and deliveries
- Resolve discrepancies, backorders, and invoice issues
- Support sourcing, tracking, and supply chain documentation

2. Courier and Transport Services

- Perform interdepartmental and interfacility deliveries
- Transport supplies, equipment, and materials safely and securely
- Follow chain-of-custody procedures when required
- Operate hospital vehicles and maintain transport logs

3. Operating Room (OR) Supply Support

- Maintain OR-specific inventory and par levels
- Pick and stage case carts and procedure supplies
- Restock procedural areas in a timely manner
- Ensure sterile handling and regulatory compliance
- Participate in OR inventory counts and urgent case support

Work Assignment & Flexibility

- Must be willing and able to work across assigned functional areas and shifts as needed
- Daily assignments may change based on census, workload, or staffing
- Cross-training will be provided to support operational coverage

Other Duties

This job description describes the general nature and level of work performed and is not intended to be an exhaustive list of all responsibilities. Duties may be reassigned or modified to meet organizational needs. Additional duties may also be assigned to meet organizational needs.

QUALIFICATIONS

- Basic computer proficiency in Microsoft applications and the ability to learn inventory and purchasing systems
 - Strong organizational skills and attention to detail
 - Effective verbal and written communication skills
 - Ability to prioritize tasks and adapt to changing operational needs
 - Demonstrated customer service skills and professional demeanor
 - Ability to work independently and as part of a multidisciplinary team
 - Maintain a valid Washington State Driver's License and provide ongoing evidence of insurability.
 - High school diploma or equivalent required.



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, and encourages employees to take responsibility for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees across all levels and disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships- patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our patients, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person.

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority on equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Encourage transparency – encourage constructive identification of problems and take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of our work, including operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify a just culture by focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS

Department: Purchasing

Job Title: Materials Technician

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☐	☒	☐	Walking
☐	☐	☒	☐	Sitting/Standing
☐	☐	☒	☐	Reaching: Shoulder Height
☐	☐	☐	☒	Above Shoulder Height
☐	☐	☐	☒	Below Shoulder Height
☐	☒	☐	☐	Climbing
☐	☐	☒	☐	Pulling/Pushing: 25 pounds or less
☐	☐	☒	☐	25-50 pounds
☐	☒	☐	☐	Over 50 pounds
☐	☐	☒	☐	Lifting: 25 pounds or less
☐	☐	☒	☐	25-50 pounds
☐	☒	☐	☐	Over 50 pounds
☐	☐	☒	☐	Carrying: 25 pounds or less
☐	☐	☒	☐	25-50 pounds
☐	☒	☐	☐	Over 50 pounds
☐	☒	☐	☐	Crawling/Kneeling
☐	☐	☒	☐	Bending/Stooping/Crouching
☐	☐	☒	☐	Twisting/Turning
☐	☒	☐	☐	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

☒ Unprotected heights

Harmful physical agents:

Lighting: ☒ Bright

☐ Heat/Cold

☒ Dim

☐ Noise

☒ Mechanical hazards

☐ Ionizing/non-ionizing radiation

☒ Hazardous substances

☒ Infectious diseases

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

Vision:

☐ Good

☒ Correctable

☐ Blind

Color Vision:

☐ Normal

☒ Impaired

Hearing:

☒ Normal

☐ Moderate Loss

☐ Deaf

Manual Dexterity:

☒ Good

☐ Fair

Talking/Speech:

☒ Normal

☐ Moderate Loss

☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Job Description: Materials Technician Feb 2026

Final Audit Report

2026-02-09

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