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# Example of Distribution Tech Job Description

Our growing company is looking to fill the role of distribution tech. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for distribution tech

* Conduct physical inventory of supply areas, such as patient care and ancillary areas
* Responsible for performing all duties required for Distribution Tech I
* Inventories and replenishes nurseservers, treatment room, par level area, supply boxes and carts, and cardiac arrest carts (crash carts)
* All distribution techs are required to complete Learn Module “SERMC Handling Medication-Non-licensed personnel” prior to working in an area
* Fills requests and delivers to nurseserver, patient room, or requesting area
* Monitors lift, dispatches and delivers patient care supplies and equipment, and processes all returned supplies
* Has a basic understanding of the Materiel Management Information System (MMIS)
* Has a basic understanding of the Medical Center automated supply station functions
* Evaluate and adjust par levels as needed
* Shifts maintenance coverage to support equipment operation, troubleshooting and repair

## Qualifications for distribution tech

* Completion of a Gas Training program OR 2-4 years of job related experience
* Completes fabrication, assembly and welding projects as required
* Supports building maintenance painting, cleaning, construction, plumbing, and lighting repairs
* Responsible for all Fire System Operation and Testing to include all recordkeeping
* Experienced climber
* Minimum of one year of direct distribution experience