



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 3146
3147

ADAPTIVE EQUIPMENT SPECIALIST

Individuals assigned to positions in this series perform duties associated with the design, construction, repair and maintenance of mechanical adaptive devices and equipment used in the care and treatment of individuals with severe disabilities. Duties include designing and constructing equipment and establishing fabrication procedures; planning, assigning, and inspecting work for quality and attention to design and fittings. Ensures repair, maintenance and modification of equipment. Coordinates fabrication, design, and fitting of adaptive devices with appropriate professional staff. Participates in consultative clinics that directly involve the need for adaptive equipment. Conducts research of new materials. Develops production processes relative to therapeutic adaptive equipment. May provide training and performance evaluations on subordinate specialists and technicians and assist in interviewing and hiring of staff. Compiles, submits and maintains technical and administrative reports and maintains technical and administrative reports. Performs other duties relative to the adaptive equipment center.

The levels in this series are based on responsibilities assigned to the positions. The actual level is determined by analysis and evaluation of responsibilities as reflected in provided documentation. Only the elements that distinguish levels of increased complexity, accountability, and/or knowledge, skill, or ability requirements will be considered in assigning grade levels. No specific task or combination of tasks should be construed to mean any one of the specific levels.

MINIMUM QUALIFICATIONS FOR ENTRY TO SERIES:

Requires a bachelor's degree in mechanical or electrical engineering or design, industrial technology, or other related health care technology field. The employing agency, at its discretion, may substitute professional work experience for a formal education requirement. The amount and type of work experience that may be substituted will be defined by the employing agency at the time of recruitment.

ADAPTIVE EQUIPMENT SPECIALIST I

3146

GRADE J

Responsibilities associated with this class consist of duties that may vary depending on circumstances and are accomplished through the use of a variety of procedures, processes, or methods. Decisions involve analysis of the circumstances to determine tasks involved and selection of appropriate procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Responsibility for managing the work of others is not required or may be limited in scope or duration. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Some indirect impact on decisions affecting organizational goals and objectives exists as responsibilities

include duties that produce an analysis, formal recommendation, or significant advice used by others in making decisions.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with design, construction, repair and maintenance of adaptive equipment. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

ADAPTIVE EQUIPMENT SPECIALIST II

3147

GRADE K

Responsibilities associated with this class consist of duties that may vary depending on circumstances and require some modification of procedures, processes, or methods to accomplish duties involved. Decisions involve analysis of the circumstances to determine tasks involved and appropriate modification to procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Management responsibility includes directing the work of others involved in activities of the same or a similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. A specific impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce significant portion of decisions made in conjunction with others.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with design, construction, repair, and maintenance of adaptive equipment. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

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