

X-RAY TECHNICIAN (NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

This class of positions encompasses work of varying degrees of difficulty and responsibility in the operation of an X-Ray technology department. There are three Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under general supervision, operates X-Ray apparatus and auxiliary equipment, and develops negatives. Following are typical tasks performed at Assignment Level I:

Prepares and positions patients for taking X-Ray pictures according to standard procedures or as prescribed by the physician in charge.

In accordance with technical and safety standards, adjusts X-Ray equipment and operates controls to obtain correct exposure of films.

May develop, fix and dry exposed film in accordance with standard dark room procedures.

Labels film for identification and maintains required records.

Reports any equipment problems to supervisor, cleans apparatus as necessary.

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Assignment Level II

Under general supervision, coordinates and supervises the activities of other X-Ray Technicians. Performs work of more than ordinary difficulty and responsibility in radiography. Following are typical tasks performed at Assignment Level II:

Subject to medical authorization, supervises the work of other X-Ray Technicians and auxiliary personnel. Instructs X-Ray Technicians, Assignment Level I in the taking of non-routine radiograms.

Takes more difficult and highly specialized radiograms.

Is responsible for the proper operation, maintenance and adjustment of equipment and the maintenance of an adequate stock of supplies.

Trains new personnel in departmental methods and procedures.

Prepares work schedules, keeps records and prepares reports.

Assignment Level III

Under direction, administers and supervises X-Ray Technician operations. Following are typical tasks performed at Assignment Level III:

In conformity with instructions and decisions of a radiologist or other medical officer, plans, coordinates and directs the work of other X-Ray Technicians and other subordinate personnel.

Reviews methods and procedures and makes recommendations for improvements.

Develops and maintains a rotating schedule for other X-Ray Technicians to keep them acquainted with all phases of technician work.

Develops training programs and instructs subordinate personnel.

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Assignment Level III (continued)

Gives advice and demonstrations concerning unusual problems and new or revised techniques and procedures.

Supervises the opening of new technical units and inspects installations to insure that proper techniques are being employed.

Approves requisitions for equipment, supplies and repairs.

Keeps records and prepares reports.

Qualification Requirements

A four-year high school diploma or its educational equivalent, and a valid license as a General Radiological Technologist issued by the State of New York. This license must be maintained for the duration of employment in this title.

NOTES:

1. For appointment to Assignment Level III, in addition to meeting the above requirement, all candidates must have two years of satisfactory, full-time experience as an X-Ray Technician, which must have been in a supervisory capacity.
2. For assignment to the Office of the Chief Medical Examiner only, one year of satisfactory full-time experience operating X-Ray apparatus and auxiliary equipment may be substituted for the above-cited license.

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Note, NY HELPS Program:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “X-Ray Technician (51310)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.