 **Dental Dispensing Technician III Standard Job Description**

**Classification Title:** Dental Dispensing Technician III

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 8

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Dallas / Ft. Worth | $21.51 |

**Job Description Summary:**

The Dental Dispensing Technician III, under general supervision, provides advanced skills in dental dispensary operations. Manages the sterilization of equipment and dispensaries and distributes instrumentation and materials.

**Essential Duties and Tasks:**

**50% Sterilization**

* Manages the sterilization of dental equipment, transportations of equipment to central sterilization for autoclaving, and back to work area.
* Dispenses clinical supplies, materials, and instruments.
* Oversees and prepare various specific dental procedure packaging and other consumable packaging.

**40% Equipment Management**

* Manage barcodes equipment for tracking and inventory purposes.
* Uses computer systems daily, to check equipment in and out of dispensary areas.
* Oversees, identifies and replaces instruments in student kits on a daily basis.
* Ensures that staff performs all duties in compliance with departmental and university policy.
* Prepares student kits for distribution to students.
* Operates ultrasonic cleaners, hand piece cleaners, washer, small and large autoclave.
* Inspects and monitors inventory to ensure proper shelf life and compliance with expiration dates as needed.

**10% Additional Clinic Support**

* Works closely with supervisor and provides updates on employee performance, equipment maintenance and daily operations
* Other duties as assigned

**Qualifications:**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience in a dental practice or laboratory.

**Required Licenses and Certifications:**

* Certified Registered Central Service Technician Certificate (CRCST).

**Preferred Qualifications:**

Certified Registered Central Service Technician Certificate (CRCST).

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Strong organizational skills.
* Knowledge of word processing and spreadsheet programs.
* Knowledge of dental tools and sterilization procedures.

**Additional Information:**

**Machines or equipment used in the performance of essential duties:**

* Computer
* Ultrasonic cleaners
* Handpiece cleaners
* Washers
* Large autoclave

**Physical Requirements:**

* Ability to lift and move medium weight objects

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**