



JOB DESCRIPTION

Position Title	Electronics Engineering Technician	Department(s)	Test Engineering
Direct Report(s)	None	Revision/Approval/Date	02/12/10
Pay Schedule		Pay Type	Exempt

JOB SUMMARY

The Electronics Engineering Technician will provide test and technical support for products, both in development and in production. This includes converting customer specifications to internal test and repair documentation, and assists in test process development, test method improvements, and automation support.

RESPONSIBILITIES

- Convert customer information into production level tests and related procedures using available tools and software packages.
- Provide direction and coordination of activities & procedures related to the manufacture, installation, maintenance, operation and modification of electronic test equipment used in production and repair processes.
- Assist in the evaluation of product design, prototypes and recommended repair or design modifications for a variety of products and technologies.
- Inspect electronic equipment, instrument, products, and systems to ensure conformance to specifications, safety standards, and applicable codes and regulations.
- Develop test configurations, procedures, fixtures and methods to continually improve test capabilities for manufacturing and repair functions.
- Prepare engineering drawings and specifications for manufacturing of products and systems.
- Assist in providing technical support and instruction to staff and customers regarding equipment standards, and help solve specific, difficult in-service engineering problems.
- Prepare procedures, reports, and plans as required for successful conduct of the product review and production release processes.
- Provide customer technical support, as required, to ensure test coverage and compliance requirements are maintained.
- Support technical product troubleshooting activities through providing technical support and direction to technical repair personnel.
- May be asked to perform other duties at a lower level or higher level of proficiency or not related to this classification on occasion.

EDUCATION / EXPERIENCE REQUIREMENTS

- High School Diploma or GED required.
- Trouble shoots & repair printed circuit boards down to the component level.
- Three to five years experience in the electronics industry.
- Electronic trade school experience/certification or equivalent preferred.
- Experience with CAD and Labview preferred.



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SKILLS AND ABILITIES EXPECTATIONS

- Strong organizational skills and communication skills.
- Ability to multi-task, set priorities and meet strict deadlines.
- Proficiency with electronic analysis equipment (test equipment, scopes, meters, etc.).
- Thorough understanding of electronic troubleshooting.
- Ability to read electrical schematics.
- Demonstrate time management skills.

EXPECTATIONS

- Set the example by actively contributing to department and company goals.
- Clarify expectations and seek additional training as needed.
- Build quality into work. Ensure processes are consistent with quality objectives. Be aware of current quality levels versus target levels.
- Develop and achieve departmental/company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.
- Maintain a clean and safe work area.

PHYSICAL REQUIREMENTS:

- **Temperature:** 65 – 75 degree
- **Other Hazards:** None (poor ventilation, chemical, electrical, etc.)
- **Percentage of time spent outside:** 0%
- **Protective Clothing Required:** ESD Smock
- **Physical Activity:**

Sit – 50%	Stand - _%	Walk – 45%	Run - _%
Squat - _%	Bend - _%	Twist - _%	Lift – 5%
Kneel - _%	Drive - _%	Climb - _%	Crawl – _%
- **Reach above shoulder - _0% Other - _%**
- **Maximum consecutive time during the normal workday for each activity:**

Sit – 60 min	Stand - _min	Walk – 15 min	Run - _%
Squat - _min	Bend - _min	Twist - _min	Lift – _min
Kneel - _min	Drive - _min	Lift – 10 min	Crawl – _min
Reach above shoulder: _min	Push - _min	Pull - _min	

