



JOB DESCRIPTION

Position Title	Product Development Technician	Department(s)	Engineering
Direct Report(s)	None	Revision/Approval/Date	5/17/10
Pay Schedule		Pay Type	Exempt

JOB SUMMARY

The Customer Engineering team is a group of professionals who utilize their high level of technical and project management expertise in areas such as product design, component technologies and manufacturing operations, to provide critical support to our strategic customer base during the development of new products, designs and enhancements to existing designs. This key engineering team also has primary responsibility for the development of the technologies and processes required to meet the cost, quality and service demands of our customer base, and ensure New Product Introduction goals and schedules are attained.

The Product Development Technician is a key member of the Customer Engineering team, and has primary responsibility for many of the activities required in the preparation of New Products for prototyping and production, as well as ensuring the effective transition of these products into the production operations. As such the Product Development Technician participates in cross functional activities ranging from the initial product design analysis & customer consultation through manufacturing support.

This position requires an individual, who has the ability to work independently and without supervision, is experienced in manufacturing process and PCB design/development, and is innovative and aggressive in pursuing excellence in processes and products. EET has a culture of continuous improvement, and therefore the successful candidate must be able to identify, analyze and drive continuous improvement opportunities in his/her area of responsibility, whether it be internal to EET or in customer product designs and related processes.



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RESPONSIBILITIES

- Develop SMT placement programs.
- Develop, order and validate SMT screen printing tooling.
- Develop, order and validate SMT SPC inspection templates.
- Create, edit and maintain necessary production documentation for NPI products.
- Complete PCB layout support and panelization activities.
- Conduct initial and product improvements design (DFX) & capability studies.
- Conduct PCB supplier order design reviews and approvals.
- Complete technical board design and layout support, as required.
- Become involved in prototype build management and execution, as required.
- Assist in growing PCB technical tool & capability development as required.
- Support customer quote estimating activities, as required.
- Transition customer product documentation into documents that can be used to produce production documentation.
 - This customer documentation includes; CAD/Gerber/Placement files, Stencil orders, BOM's, Manufacturing and special instructions, marking/label/SN#/packaging requirements, solder/RoHS/cleaning requirements, and test requirements.
- Evaluate and recommend PCB level changes based on internal Design for Manufacturing (DFX) rules.
- Product deviations and ECN review/management.
- May be asked to perform other duties at a lower or higher level of proficiency or not related to this classification on occasion.

EDUCATION / EXPERIENCE REQUIREMENTS

- Technical Certificate in Electronics, or equivalent experience.
- 3-5 years experience in related field required.
- Strong emphasis on PCB design, fabrication and manufacturing.
- Proficiency with computer software programs (Microsoft products, AutoCAD), Agis Preferred.
- Thorough understanding of the quality management system.



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SKILLS AND ABILITY EXPECTATIONS

- Good organizational and communication skills.
- Ability to work under pressure, multi-task and prioritize tasks with strict deadlines.
- Good customer service/phone skills and flexibility for handling a wide range of activities.
- Demonstrates time management skills.
- Using logic and reasoning to offer solutions to problems.
- Ability to apply knowledge and understanding of the design process for systems and printed circuit boards, subassemblies, or other related company products.
- In-depth knowledge of manufacturing processes and equipment used for systems and printed circuit boards and subassemblies.
- Knowledge of industry and quality standards.
- In-depth knowledge of materials and components used in the construction of systems and printed circuit boards and subassemblies.
- Knowledge of material science, robotics, machine programming.
- Knowledge of product pricing, contracts and contract negotiations.
- Excellent customer contact, negotiation and problem resolution skills.
- Good presentation, database and computer skills.
- Strong knowledge of statistical process control methods and techniques.
- Ability to evaluate and diagnose problems using logic and reasoning to offer solutions.
- Ability to effectively communicate with a variety of internal and external customers.
- Ability to work under pressure, multi-task and prioritize multiple, changing deadlines.
- Teaches others new processes and procedures.

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.



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PHYSICAL REQUIREMENTS:

- **Temperature:** 65 – 75 degree
- **Humidity:** Normal
- **Other Hazards:** None
- **Percentage of time spent outside:** 0%
- **Protective Clothing Required:**
- **Physical Activity:**

Sit – 20%	Stand - 20%	Walk – 30%	Run - 0%
Squat - 5%	Bend - 20%	Twist - 5%	Lift – 5%
Kneel - 0%	Drive - 0%	Climb - 0%	Crawl – 0%

- **Reach above shoulder -** _% **Other -** _%

- **Maximum consecutive time during the normal workday for each activity:**

Sit – 120 min	Stand - 120min	Walk – 15 min	
Squat - 2min	Bend - 2min	Twist - 5min	Lift – 2min
Reach above shoulder: _min		Push - _min	Pull - _min

- **Tools/Equipment Used:**

Frequency of Use:			
	1-33%	34-66%	67-100%

Computer		X	

Repetitive Use of Hands & Feet:

	Not Req'd	Occasional	Frequent	Continuous
Simple Grasping		X		
Pushing/Pulling		X		
Typing/Data Entry			X	
Fine Manipulation		X		
Repetitive use of foot in operating machine controls	X			



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Sensory Requirements:

Weigh required to be manually lifted each normal work day:
 (Occasional = 1-33%, Frequently = 34-66%, Continuous = 67-100%)

	Not Req'd	Occasional	Frequent	Continuous
Up to 10 pounds		X		
Up to 20 pounds		X		
Up to 35 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Lifting and Carrying: Product and files