

JOB CLASSIFICATION

Manufacturing Engineering Support

Summary: Effectively interact with P.E.D., Customers, and Production to assure accuracy of programs and prints

Duties and Responsibilities:

- Able to generate programs for Pick & Place equipment
- Able to determine cause of failure and debug programs for optimum performance
- Accurately set-up and perform tests on programs
- Able to generate production prints with CircuitCam software
- Create Work Instructions using CircuitCam
- Document Control
- Conduct Time studies within Manufacturing Process
- Able to properly perform repairs to observe defects
- Responsible for data accuracy and quality of own work
- Adhere to established company policies and procedures paying special attention to safety regulations
- Perform other related duties as instructed by manager/engineer

Information/Directions From:

- Data collection instructions
- Quality manual
- Operator process responsibilities
- Standard operating procedures
- Departmental work instructions
- Supervisor's/Manager's instructions
- Arc-Tronics, Inc. Employee Policy Manual

Job Qualifications Requirements:

Knowledge/Skills/Certifications/Training:

- Advanced math (Addition, subtraction, multiplication, division, Pre-Algebra)
- Basic computer skills (i.e. spreadsheets, Microsoft Office, and data entry)
- Ability to interpret customer assembly drawings, BOM's, datasheets, etc.
- Working knowledge of electronic principles
- Understand components to board level
- Use common test instruments (ie: DVM, micrometer, caliper)
- Communication skills
- Time management skills
- Organizational skills
- Ability to effectively communicate with all manager/associates
- Operate certain shop equipment/machines
- Component ID Training
- ESD Training
- FOD Training
- HazCom / Safety Training
- JSTD Training
- ITAR Training
- Sexual Harassment Training

Education/Experience Required:

- High school diploma or general education degree (GED) and 2 years of Manufacturing / Document Control experience preferred; or equivalent combination of education and experience such as a broad manufacturing background of 1 to 3 years experience.