

JOB CLASSIFICATION

TECHNICIAN

Summary: Responsible for testing products and to solve technical problems in manufacturing

Duties and Responsibilities:

- Able to set-up and perform tests according to customer and Arc-Tronics test procedures requirements
- Trouble-shoot assemblies to component level accuracy
- Responsible for data accuracy and quality of own work
- Maintain a clean and organized workplace in accordance with company guidelines
- Adhere to established company policies and procedures paying special attention to safety regulations
- Perform other related duties as instructed by manager/supervisor

Information/Directions From:

- Data Collection Instructions
- Quality Manual
- Standard Operating Procedures
- Departmental Work Instructions
- Supervisor's/Manager's Instructions
- Arc-Tronics, Inc. Employee Policy Manual

Job Qualifications Requirements:

Knowledge/Skills/Certifications/Training:

- Basic math (addition, subtraction, multiplication, division, decimals)
- Basic computer skills (i.e. spreadsheets, word processing, and data entry)
- Working knowledge of electronic principles
- Read and understand electronic schematics
- Understand circuitry and components
- Use common test instruments (ie: DVM, oscilloscope, frequency counter, pulse generator)
- Able to create test records accurately/completely with company standards
- 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 experience in a manufacturing environment; or equivalent combination of education and experience