

## JOB DESCRIPTION

**TITLE:** Electronic Technician

**DEPARTMENT:** Operations-Manufacturing

**REPORTS TO:** Production Manager

**JOB SUMMARY:** Performs operational tests and determines product acceptability and quality on a wide variety of complex electronic production and developmental components, subassemblies and systems by following test specifications, standard test procedures or general written or verbal instructions.

### **DUTIES AND RESPONSIBILITIES**

1. Testing, calibrating, troubleshooting and repairing both new products and field return equipment, ensuring that all manufactured electro-mechanical devices perform properly, and for troubleshooting / repairing any electrical or mechanical failures found in production.
2. Assemble, align and adjust electronic parts/products or systems according to test procedures and data sheets to comply with established specifications and acceptable performance.
3. Technicians must be mindful of and follow regulatory procedures and guidelines (ISO 13485, GMP).
4. Assist in training of associates and perform other related duties as assigned.
5. Interpreting test results and relating them to specific areas of the board to inspect for manufacturing defects.
6. Identifying workmanship and material defects in your areas of responsibility.
7. Initiate action to prevent nonconformities.
8. Understanding the equipment set up for each circuit board and the test/assembly processes for each board tested.
9. Cross-train in other areas or on other equipment as needed.
10. Perform operational tests on a wide variety of moderately complex production components, subassemblies and systems using data sheets, schematics, wiring diagrams, established test specifications and standard test procedures, which clearly outline procedures to be followed.
11. Stamps and otherwise approves test results. Records test data and submit test failure/acceptance reports and notifies supervisor of unusual conditions or undesirable trends.

### **QUALIFICATIONS**

OPS-009 Rev00

1. High School diploma with a 5-year Electronic Associate's degree or equivalent and at least 2 years' directly related manufacturing experience.
2. Strong working knowledge of AC, DC, analog, and digital circuitry.
3. Experience with circuit board testing.
4. Knowledge of component level troubleshooting and repair of printed circuit board assemblies and familiarity with the use of oscilloscopes, signal generators and general electronic test equipment.
5. Must be adept at reading schematic drawings and technical specifications (specs).
6. Ability to communicate effectively with employees at all levels, in both verbal and written form.