

Position Title:
Electronics Technician

Reports To:
Production manager

Position Type:
Full-time, Regular, Non-Exempt

Direct Reports:
None

Position Purpose:

The Electronics Technician is broadly responsible for fabrication, testing, troubleshooting, repairing, and modifying electronic developmental and production equipment, parts, components, and systems according to engineering instructions and customer specifications.

Essential Duties & Responsibilities:

- Performs complex technical functions in support of engineering activities such as set up, operation, maintenance, modification, circuit testing, calibration and troubleshooting of electronic or electro-mechanical components and systems, experimental design circuitry, prototype models or specialized test equipment.
- Works from schematics, diagrams, written and verbal instructions.
- Conducts complex engineering tests to collect design data or assist in general research work.
- Diagnoses and isolates equipment and system malfunctions.
- Assists in the development of electronic equipment.
- Adjust and replace defective or improperly functioning circuitry and electronics components, using hand tools and soldering iron.
- Repairs or modifies cables and equipment returned by operational users or by personnel in the associated test and development areas.
- Assembles experimental circuitry or complete prototype model according to engineering instructions, technical manuals, and knowledge of electronic systems and components.
- Recommends changes in circuitry or installation specifications to simplify assembly and maintenance.
- Sets up standard test apparatus or devises test equipment and circuitry to conduct functional, operational, environmental, and life tests to evaluate performance and reliability of prototype or production model.
- Analyzes and interprets test data.
- Adjusts, calibrates, aligns, and modifies circuitry and components and records effects on unit performance.
- Writes technical reports and develops charts, graphs, and schematics to describe and illustrate system operating characteristics, malfunctions, deviations from design specifications, and functional limitations for consideration by engineers in broader determinations affecting system design and procedures.
- Contribute to team effort by performing other tasks as appropriate and/or necessary.

Qualifications & Abilities:

- 2 Year Electronic Degree or 5+ years of demonstrated relevant experience. Competency in repairing electronic circuit testing, troubleshooting and manufacturing at component level.
- Ability to follow and read work instructions, prints, schematics, drawings, etc.
- Strong technical computer system (hardware & software) knowledge.
- Hands-on problem solving style.
- Strong verbal communication and writing skills.
- Self-motivated and self-directed, requiring minimal oversight to meet objectives and timelines.
- Proficiency with Microsoft Office tools.
- Able to pass a background check and drug screen.



	Position Description
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Physical Requirements

- The physical demands described or implied within the Responsibilities section of this job description are representative of those that must be met to successfully perform the essential functions of this position.
- Ability to effectively interact and communicate with co-workers, customers, and suppliers.
- Sit and/or stand at workbenches/workstations, perform computer tasks and paperwork, sometimes for extended periods of time.
- Performing machine and facility maintenance-related activities.
- Performing shop floor / production-related activities.
- Ability to lift and carry up to 50 pounds.