

Enterprise Electronics Corporation

Electronics Technician

Department: Manufacturing

FLSA Status: Non-Exempt

Grade/Level:

Job Type: Technician

Work Schedule:

Job Status: Full-time

Reports To: Production Manager

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Lay out, build, test, troubleshoot, repair, and modify specific modules and subunits to be used in production or prototype system. Tests and/or repairs spare electronic parts, replacement modules, subunits and discrete components.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Read blueprints, wiring diagrams, schematic drawings, or engineering instructions for assembling electronic units, applying knowledge of electronic theory and components.
- Assemble, test, or maintain circuitry or electronic components, according to engineering instructions, technical manuals, or knowledge of electronics, using hand or power tools.
- Measure and adjust voltages to specified value to determine operational accuracy of instruments.
- Assemble electrical or electronic systems or support structures and install components, units, subassemblies, wiring or assembly casings, using bolts, crimping, or soldering equipment.
- Mark products, workpieces or equipment with identifying information.
- Position, align, or adjust workpieces or electrical parts to facilitate wiring or assembly.
- Clean parts, using cleaning solutions, air hoses, and cloths.
- Inspect or test wiring installations, assemblies, or circuits for resistance factors or for operation and record results.
- Test electronic units, using standard test equipment, and analyze results to evaluate performance and determine need for adjustment.
- Adjust or replace defective or improperly functioning circuitry or electronics components, using hand tools or soldering iron.
- Complete, review, or maintain production and time reports.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.

- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Innovative - Ability to look beyond the standard solutions.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: Associate's Degree (two-year college or technical school) or Work Equivalent
Field of Study: Electronics or related field

Experience: One (1) year

PHYSICAL DEMANDS

N (Not Applicable)

O (Occasionally)

F (Frequently)

C (Constantly)

Activity is not applicable to this position.

Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

		Lift/Carry	
Stand	O	10 lbs or less	F
Walk	O	11-20 lbs	O
Sit	F	21-50 lbs	O
Manually Manipulate	C	51-100 lbs	N
Grasp	C	Over 100 lbs	N
Reach Outward	F		
Reach Above Shoulder	O		
		Push/Pull	
Speak	O	12 lbs or less	F
Climb	N	13-25 lbs	O
Crawl	N	26-40 lbs	N
Squat or Kneel	O	41-100 lbs	N
Bend	O		

Other Physical Requirements

- Vision (Near, Peripheral, Depth)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Safety Glasses, Gloves, and Safety Shoes

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

Prepared by: Human Resources Date: 08/29/18

Approval
Signature: Production Manager Date: 08/29/18

Employee
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.