

ACI

Job Description

Job Title: Technician I, II, III
Reports To: Team Lead - Supervisor
FLSA Status: Non-Exempt
Approved Date: 04/27/2020

Summary: Tests, trouble shoots and repairs PCB assemblies, subassemblies, or final assemblies demonstrating the ability to troubleshoot down to the component level. The Technician may program, set up, and run automated assembly equipment.

Essential Duties and Responsibilities:

Technician Level I:

- Reads and interprets bill of material, work orders, test procedures, performance specifications, wiring diagrams and schematics to determine testing procedure and equipment to be used.
- Confers with Engineering, Quality, Shipping and Operations Management regarding test procedures and results.
- Performs functional tests on subassemblies and Finished Goods products
- Work with team members to produce surface mount PC boards.
- Interacts with internal QC and Test Department to eliminate placement/ solder process errors.
- Maintain accurate and complete documentation.
- Demonstrates ability to maintain a Customer Service-oriented mindset in dealing with in-house customers.
- Documents product failures and communicates the data to Management in a timely manner.
- May setup and run SMT stencil print, placement, or reflow equipment. May also be asked to hand place different SMT parts.
- Maintains a neat and orderly workspace.
- Other duties may be assigned by lead or supervisor.

Experience Level:

H.S. Diploma/GED

All Experience Levels

Employment Type:

Full-time

Travel:

Limited

Technician Level II:

- All Technician Level I duties.
- Works with Engineering on New Product Introduction.

Technician Level III:

- Analyzes and repairs PCB assemblies that have failed in production, been returned or replaced by customers, field service personnel, or CSD department.
- Provides professional documentation on board repair in regard to; customer complaint, analysis, repair and root cause of issue. Reports may be generated using email, Excel, Word, LabVIEW and other technical documentation to support the analysis.
- Performs other Refurb or production test technician functions during peak periods.
- Program SMT specific equipment such as stencil print, placement, reflow, or AOI equipment.
- May also perform reflow profiles associated with PCA products.
- May be required to provide technical support to Engineering or production.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Technician Level I:	6m-2 yrs of related field experience
Technician Level II:	2-4 yrs of related field experience
Technician Level III:	5-7 yrs of related field experience

Essential Job Functions:

To perform the job successfully, an individual should demonstrate the following competencies:

- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Mathematical Skills- Must be able to perform basic mathematics: add, subtract, multiply, and divide.
- Physical Demands- While performing the duties of this job, the employee is regularly required to sit. The employee must regularly lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to use a microscope.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences.
- Ethics - Treats people with respect; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values. Interfaces with ACI officers, Executive Committee members and department heads to ensure that their concerns, needs and wishes are understood and addressed.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to continuously improve and promote efficiency, effectiveness and quality; Monitors own work and the work of the group to ensure quality.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work, at meetings, and on time.