

Cableform, Inc.

Job Title:	Level 2 Technician
Supervisor:	Customer Services Manager

Effective Date:	
Review Date:	
Salaried:	Hourly: X

MAJOR FUNCTION

To support Applications Engineers, Design Engineers and Customer Service Department by: Designing & constructing test fixtures and automated test equipment for systems, sub-systems and components; constructing prototypes; testing control systems and sub-systems; developing test procedures; training lower level test technicians; commissioning systems at customer sites; conducting customer training courses

ESSENTIAL JOB DUTIES AND COMPETENCIES

1. Proficient knowledge of electronics
2. Must be able to read and follow wiring diagrams and schematics
3. Using basic engineering principles develops or directs the set up of test equipment and the appropriate testing on new or experimental units. Analyzes and summarizes results
4. Uses analyzers, oscilloscopes, DVM's, Data Logger's etc. to assist in system testing and to effect efficient repair of the device under test
5. Installs units, systems or subsystems to be tested in test fixtures, connecting mechanical or electrical controls, cabling, power source, and indicating instruments
6. Excellent communications skills to talk with, or visit with, customers
7. Periodic overnight travel (approximately 20%) to customer locations, sometimes on short notice
8. Must work with systems having supply voltages ranging from 12VDC to 800VDC and currents up to 2000Amps
9. Must work with minimal supervision
10. Must perform administrative duties associated with the position
11. Provide work leadership and/or train lower level employees
12. Assure success in meeting of goals in terms of safety, quality, performance, timeliness and profitability
13. Build and test prototype systems
14. Provide test, troubleshooting and repair support for Engineering personnel
15. Test and repair production assemblies, subassemblies and PCB's
16. Perform the set-up, calibration, testing and troubleshooting of circuits, components, instruments and mechanical assemblies
17. Repair systems and subassemblies returned from field
18. Diagnose customer problems over the phone
19. Travel to customer locations to commission or repair systems
20. Keep a neat and orderly work area
21. Other duties as assigned

EQUIPMENT OPERATION

Demonstrates competent equipment operations, during initial orientation, annually, and as new equipment is acquired.

List equipment: Personal Computer
 Analyzers
 Oscilloscopes
 DVM's
 Data Logger
 Power supplies
 Automatic Test Equipment
 Signal Generators

QUALIFICATIONS AND COMPETENCE DETERMINATION

1. Education: Associates Degree in Electronics, or equivalent experience.
2. Licensure: N/A
3. Must have two years of experience, which may include work experience and electronics schooling and/or equivalent military training. Must have a minimum of two years experience performing troubleshooting and repair of power circuits. Prefer experience with DC power circuits.

SPECIAL SKILLS AND ABILITIES

Exceptional organizational and interpersonal skills
Ability to work effectively in small office setting
Proven ability to write and communicate effectively

WORK RELATIONSHIPS

Supervised by: Customer Services Manager
Responsible for supervising: N/A
Contacts: Engineers
 Technicians
 All Staff
 Customers

ORGANIZATIONAL STANDARDS

Cableform, Inc. employees are expected to treat coworkers and customers with courtesy, respect and consideration; keep business information confidential; maintain a safe work environment to minimize risk; and promote teamwork to accomplish organization objectives.

Cableform, Inc. employees work in an environment without regard to race, color, religion, sex, sexual orientation, age, national origin, physical disability or marital status.

APPROVALS

Incumbent _____ Date _____

President _____ Date _____