

Manufacturing Department (Assembly & Test)

Manufacturing, Concentration: Test Technician

Level 2 to 3

Position: Manufacturing Test Technician 2 (TT2) = 1 - 5 yrs. experience
Manufacturing Test Technician 3 (TT3) = Min 5+ yrs. Experience and/or 2yr degree

Department: Manufacturing (Assembly and Test)
Reports To: Manufacturing Manager

JOB SUMMARY:

- Electronics Test Technician with strong troubleshooting skills in both Analog and Digital circuits. Programming and surface mount soldering skills a bonus.
- Test Technician is primarily responsible for trouble shooting and repair of production fallout and returned products.
- Trust Automations products are all focused around motion control. Products range from Class-AB linear amplifiers to high power PWM drives to high end DSP solutions.
- Assist in the development of mfg. test fixtures, software, and test processes for manufacturing in cooperation with TA Engineering.
- Perform daily Product Final Testing and pre-testing of PCB Assemblies for manufacturing.

OVERALL JOB DEFINITION:

- ✓ Trouble shoot Product Fallout, Returned Product, make necessary repairs, use the proper procedures for access to repair materials and corresponding reports/forms that need updating.
- ✓ Coordinate with Manufacturing Manager for daily Mfg. floor requirements.
- ✓ Contribute to ongoing Documentation Control w/ Manufacturing Manager, Materials Supervisor, Chief Operating Officer, Test Department and Lead Assembler(s). Help maintain proper procedures and testing work instructions.
- ✓ Independent work schedule based on Mfg. requirements and Product repair(s) needed to be performed. The Test Department, which is an integral part of Trust's Manufacturing / Quality requirements, will be managed by the Manufacturing Manager and be assigned to projects run by a TA Program Manager or the Director, Science and Technology.



- ✓ Work with the Manufacturing Department to help lead / understand all Manufacturing Product Testing Fixtures and Procedures that Manufacturing is responsible to perform.
- ✓ Participate in Trust's philosophy to provide quality products, provide excellent customer service and satisfaction, while maintaining a desirable employee work environment. Trust believes that that the day to day production of product will maintain the foundation on which Trust Customer's rely on.
- ✓ Utilize our ERP system for assemblies, sub-assemblies and Customer RMA / CRO updating and tracking. Basic knowledge of Work Orders, Routers and due dates.

Physical demands

- ✓ While performing the duties of this job, the employee must be capable of long periods of manual dexterity and is regularly required to sit. The employee frequently is required to communicate with other employees. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include: ability to see and work with very small parts, peripheral vision, and depth perception.
- ✓ Ability to use hand and power tools as required to perform any specific job or task.

ADDITIONAL RESPONSIBILITIES

1. Maintain personnel morale by leading and interacting with a positive outlook.
2. All suggestions and complaints must be discussed with the Mfg Manager. Resolution of the suggestions and/or complaints, whether positive or negative, cannot be discussed on the mfg floor or with other mfg personal. Information shall be released as is appropriate with company procedure.
3. Help implement ongoing development of procedure(s) to become an AS 9100 Compliant Company, where applicable and assigned.
4. Set a good example of time management.

KNOWLEDGE AND SKILL REQUIREMENTS

1. 5+ yrs. experience and 2 yr. degree.
2. Strong electronics troubleshooting skills in both Analog and Digital circuits.
3. Self-motivated to excel and produce the highest quality products. Ability to be self-sufficient with minimal instruction or guidance.
4. Ability to coordinate the day to day information required to manufacture our products and keep the satisfaction our customers at its highest level.
5. Work requires professional written and verbal communication and strong interpersonal skills. Ability to motivate manufacturing to produce reliable products within scheduled deadlines. Strong arithmetic and logic ability. Ability to participate in and facilitate group meetings.
6. Ability to participate in and facilitate group meetings, as needed
7. Learn how to use the ERP System.

COMPENSATION INFORMATION:

- Level(s) are going to be used to establish pay ranges.



- Actual compensation is completely dependent on the specific employee and his / her education, years of experience, additional skill and capabilities
- All Job Concentrations are specific to Trust Automation and are NOT intended to be compared to the outside worlds definitions of "Manufacturing Department Employees"

WORKING CONDITIONS

Working conditions are normal for an electronics assembly manufacturing environment. Follow all applicable policies and or procedures.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high power electronic assemblies.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

90 DAY INTRODUCTORY PERIOD

During the first 90 days the Employee or Employer has the right to terminate his/her temporary employment status without any explanation. At the end of the 90 Day period, Trust Automation will offer the employee full time employment status based on employee performance



PHYSICAL DEMANDS:

Activity/Amount of Time	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		
Use hands and fingers to handle or feel in general				X
Use of hands with keyboard, cash register or other office equipment				X
Use of hands with manufacturing or other types of equipment			X	
Reach with hands and arms – horizontally				X
Reach with hands and arms - overhead	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Climb stairs		X		
Climb ladder	X			
Talk or hear				X

Weight to pick up/Amount of Time	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Weight to push/Amount of Time	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Weight to pull/Amount of Time	None	Under 1/3	1/3 to 2/3	Over 2/3



Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Does this job have any special vision requirements?

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision
(ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- X No special vision requirements.

WORK ENVIRONMENT:

AMOUNT OF TIME:

	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

How much noise is typical for the work environment of this job?

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)



Employee will have a mandatory new hire review after 90 days of work have been completed. Trust Automation has a six month waiting period for employee benefit eligibility.

JOB DESCRIPTION ACKNOWLEDGMENT:

I have read this job description and fully understand all duties, responsibilities and requirements set forth. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my department, or the company overall, without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I agree to discuss them with my immediate supervisor or the Human Resource Representative.

I further understand that future performance evaluations and merit increases to my pay are based, in part, on my ability to satisfactorily perform the duties and responsibilities outlined in this job description. I agree to work to the best of my abilities, at performing all duties outlined in this description.

Employee's Signature

Date

Employee's Name Printed