



## **JOB DESCRIPTION**

POSITION:	Electronic Technician
CLASSIFICATION:	Non-Exempt
REPORTS TO:	Repair Team Leader
DEPARTMENT:	Repair
UPDATED:	1/23/2025

### **RESPONSIBILITIES:**

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- Run tests or fault diagnostics to locate and address the problem with electrical assemblies and electronic circuit boards down to component level.
- Secure the parts needed to make repairs following proper inventory management procedures
- Perform software updates as needed in various electronic intelligent devices.
- Perform circuit board modifications and updates as per established procedures.
- Remain current with build and test work instructions, Engineering Change Notices, and Quality Alerts to ensure correct / latest instructions are applied to repairs made
- Provide concise repair reports for customers, as well as feedback to appropriate WTC teams to ensure continuous product improvement.
- Work overtime as required.
- Keep workbench and surrounding work area, neat, clean and free from clutter.
- Physical requirements may include prolonged standing, bending, and lifting up to 50 lbs

### **COMPETENCIES/REQUIRED SKILLS:**

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- 1+ years' experience in industrial electrical and electronics repair.
- Knowledgeable in AC and DC electronic circuit theory.
- Proficient through-hole and surface mount circuit board component soldering skills.
- Proficient in the use of various test equipment, such as digital multi-meters, oscilloscopes, clamp-on ammeters, frequency generators, power supplies, etc.
- Proficient in reading drawings, circuit board schematics, and electrical wiring diagrams.
- Possess problem solving skills needed to diagnose a problem and versed in how to identify and provide solutions to electronic issues and breakdowns

- Demonstrate solid oral communication and writing skills needed for submitting various reports to speaking with engineers, other team members, and customers
- Experience working on high voltage industrial equipment a plus.
- Able to work independently, meet deadlines, and work well under pressure.
- Have sufficient computer proficiency and familiarity with Microsoft Word and Excel software applications.
- Attention to detail and excellent eye-hand coordination to be able to work with small parts, such as circuits and wires and repair and install these components
- Exhibit above average organizational skills from keeping

## **EDUCATIONAL REQUIREMENTS**

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- Technical certificate, associate degree or equivalent experience in electronics repair technology.

This job description is a summary of essential and generally expected tasks and responsibilities. Additional tasks, duties, and responsibilities may be required and the same may change at any time with or without notice.