

**GARRETT ELECTRONICS, INC. dba GARRETT METAL DETECTORS
POSITION DESCRIPTION**

ELECTRONIC TECHNICIAN I

POSITION SUMMARY:

To modify, rebuild, repair, or overhaul electronic circuit boards and assemblies. Applies knowledge of electronics principles in determining equipment malfunctions, and apply skills in restoring equipment to proper operation.

SPECIFIC RESPONSIBILITIES:

- Perform troubleshooting, upgrades, modifications and repairs on customer returns
- Test and calibration of rejects and QC rejects in a timely manner.
- Quality test and calibration of printed circuit boards, coils, and miscellaneous sub-assemblies.
- Perform testing, modify circuit boards and coils, as well as other miscellaneous projects.
- Communicate possible problems and/or solutions with supervisor.
- Provide manufacturing support.
- Provide technical assistance and guidance for co-workers.
- Comply with all safety policies, practices, procedures and report all unsafe activities to supervisor and/or Human Resources.
- Participate in proactive team efforts to achieve departmental and company goals.
- Prioritize tasks.
- Provide leadership to others through example and sharing of knowledge/skill.
- Perform other duties as assigned by the Technical Lead, Supervisor or Manager.
- Capable of performing the same functions and responsibilities as the Test Technicians I and II.

POSITION REQUIREMENTS/QUALIFICATIONS:

High School Diploma or Equivalent

1 year Certificate from College or Technical School

3 to 6 months related experience or equivalent combination of experience and education

Special Skills & Qualifications:

Interpret and Understand Engineering Drawings, Soldering/Repair of Assemblies, Electronic Testing Equipment and Controls, Troubleshooting, Basic Mathematical skills, Basic Computer skills

MEASURES OF EFFECTIVENESS:

- As observed by manager and others.
- Review of documentation.
- Service is delivered in a safe, competent, and efficient manner as determined by outcomes, quality monitors, and other internal and external processes.
- Conduct and interpersonal relationships contribute positively to the delivery of quality product and services, and to orderly operation of the department and the facility.
- Skills are maintained and enhanced through participation in planning activities, and attendance at in-service and continuing education programs.

POSITION AND COMPANY COMPETENCIES:

- | | |
|----------------------------------|-------------------------|
| • Employee Health and Safety | Leadership Initiative |
| • Employee Development | Performance Improvement |
| • Ethics and Code of Conduct | Customer Service |
| • Ongoing education and training | |

MENTAL AND EMOTIONAL REQUIREMENTS:

Have the ability to instruct, train and lead people by exhibiting the highest standards of quality, accuracy, honesty and reliability. Receive guidance with respect to general objectives, tasks, projects and scheduling assignments. Handle multiple tasks and projects simultaneously. Understand instructions furnished in written, oral or diagram form and deal with problems involving different situations.

**GARRETT ELECTRONICS, INC. dba GARRETT METAL DETECTORS
POSITION DESCRIPTION**

PHYSICAL DEMANDS:

Demands of physical activity are moderate to perform some strenuous daily activities of a primarily product/technical nature to work from a sitting or standing position. Have manual dexterity sufficient to reach/handle items, work with fingers and perceives objects and materials with time variances of each; one must be able to stand over 2/3%, walk over 2/3%, sit under 1/3%, usage of hands over 2/3%, reach with hand/arms over 2/3 % and have the ability to carry or lift up to 50 pounds daily. On daily basis eyesight requirements will be; at close and distant ranges and identify items by color variations.

ENVIRONMENTAL CONDITIONS:

Work in a well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation and moderate to loud noise levels. Be able to work within end user environment both indoor and outdoor for short periods of time.

Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties the incumbent will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.