



JOB DESCRIPTION

TITLE	TEST TECHNICIAN	DEPARTMENT	INSPECTION AND TEST
FLSA CLASSIFICATION	Non-Exempt/Hourly	PAY RANGE GRADE	4-7
REPORTS TO	Test Department Group Leader	SUPERVISORY DUTIES	None
APPROVAL	Test Department Group Leader	DATE PREPARED	2023

POSITION PURPOSE:

- Test printed circuit boards in accordance with instructions to achieve customer delivery requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform required tests on printed circuit boards using test equipment to ensure the product meets customer’s specifications.
- Follow written test procedures while performing all tests.
- Document non-conformances found during the test process and route product to re-work and or repair as necessary.
- Follow traveler, customer supplied documentation or instructions from supervisor for direction.
- Check work periodically and upon completion for accuracy.
- Assist in the design and build of test equipment as needed.
- Participates in attaining Test Departmental goals and objectives by performing job requirements at the highest level of accuracy.
- Works in a productive and efficient manner so the production schedules of the Test Department are met.
- Works with other departments to ensure customer product delivery dates are met.
- Performs job duties in compliance with the Company’s Quality System.
- Participates in internal and external quality system audits as needed.
- Makes process improvement recommendations as appropriate.
- Participates in or coordinates committee activities.
- Communicates equipment maintenance needs to the Test Department Group Leader.
- Maintains an organized and neat work area.

EDUCATION AND EXPERIENCE:

- Minimum experience 1-3 years of experience as a Test Technician or related experience in an electronic contract manufacturing, electronic high tech or related industry.
- Preferred experience 3-5 years of experience as a Test Technician or related experience in an electronic contract manufacturing, electronic high tech, or related industry.
- Diploma or GED from an accredited high school or technical school preferred.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent electronic PCB trouble shooting skills. Must be able to trouble shoot to the component level.
- Excellent operational skills using the GenRad test equipment.
- Excellent printed circuit board assembly techniques.
- Knowledge of hand, SMT, and through-hole assembly methods for electronic printed circuit boards.
- Strong organizational skills along with excellent oral and written communication ability.



IMPERIAL ELECTRONIC ASSEMBLY, INC.

PROVIDING QUALITY PRODUCTS AND SERVICES SINCE 1989

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- Knowledge of IPC-A-610 Solderability Standards. IPC-A-610 certification a plus.
- Able to read complicated electronic schematics and assembly drawings.
- Able to identify electronic components.

TRAINING RECOMMENDATIONS:

- Blue Print Reading
- Component Identification
- ESD
- Hand Soldering
- Hazard Communication Training
- Introduction to Through-Hole Assembly
- Introduction to Wire Crimping
- IPC-A-610 Standards
- ISO 9001:2008 Overview
- Lean Manufacturing Introduction
- Lockout/Tagout Procedures
- PPE (including Personal Eye Protection)
- Solder Joint Inspection for Through-Hole Components
- Wave Solder
- Wire Harness Assembly Methods
- Other training as required

PHYSICAL REQUIREMENTS:

- Regularly required to lift, carry or otherwise transport material in racks weighing up to 25 pounds.
- Regularly required to lift, carry, push, drag or otherwise transport material in bins weighing up to 50 pounds.
- Regularly required to lift, carry and insert into machines a variety of test fixtures weighing up to 15-25 pounds.
- Regularly required to sit, stand, reach, bend and walk about the building.
- Moderate physical effort is required.
- Continuous mental and visual attention required.
- Use of magnifying lights and other magnifying aids may be required.
- Use of handheld and or machine operated electronic assembly tools and measuring equipment is required.

WORK ENVIRONMENT:

- Works in a climate controlled assembly facility with little to no noise.

OTHER:

- Will be required to perform other duties as requested, directed, or assigned.