

Position Description and Classification

Job Title: Test Technician Job No.: N/A
Department: Operations Status: Exempt
Reports To: President Grade:

Position Objective

Perform qualification tests on all customer products. Manage and maintain test apparatus in lab.

Responsibilities and Duties

Essential Functions:

- Coordinate all day to day test operations in test lab.
- Develop and write new procedures for test programs for customers
- Assist all customers with qualification test programs
- Set up, maintain and operate all lab test equipment (HALT/HASS, thermal, shake/shock)
- Oversee all training for personnel on test equipment

Responsibilities:

- Responsible for controlling quality standards in all areas in the workings of the test lab, in reporting and in reporting results from test programs. Responsible for overseeing quality conformance in the test lab
- Responsible for leadership in training for all apparatus used in the test lab. Have a good working knowledge of test apparatus and their limits
- Responsible for communicating with customers regarding test results, and in dealing with complaints and issues arising from the test results.
- Participate in test program reviews to ensure new services are being offered with a high degree of success and quality
- Ensure that DynaQual and industry testing standards are met for all customer sponsored projects.
- Manage ISO17025 Quality processes and procedures as required. Manage and coordinate all Quality improvements, initiatives and implemented programs to ensure that consistent standards are met company wide
- Make recommendations for equipment and personnel required to operate test lab efficiently.
- Manage procurement of parts and inventory for operation of all test apparatus, including scheduling of LN2 purchases, acquiring spare parts for maintenance and upgrade plans.

Job Specifications

Education / Experience required: Minimum of a technical certificate in electronics or electro-mechanical technology, Engineering, Quality or related discipline with 5 or more years of testing experience.

Other skills required:

- Must be able to interface effectively with management and employees at all levels and with suppliers and customers who are associated with testing initiatives
- Must have strong computer skills and be conversant with Microsoft Office products.
- Able to communicate clearly and effectively in the English language.

Supervision required: Minimal

Training required after hire: HALT/HASS operation, QMS system, ISO17025 concepts