

York EMC Services Job Description

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Job title: Technician (Test Instrumentation)

Primary Location: York/Castleford

Summary of function: To assist with the production of test instrumentation

Reports to: Test Instrumentation Manager

Main responsibilities (this is not an exhaustive list):

- To assemble PCBs and finished products to assembly instructions
 - To be familiar with and operate in accordance with the requirements of ISO9001
 - To test products to ensure functional operation and calibrate against relevant procedures
 - To monitor and maintain production stock control using the stock items database and order parts in accordance with the bill of materials
 - To manufacture prototype designs
 - To design and manufacture prototypes, test jigs and fixtures.
 - To repair faulty products
 - To generate calibration/test certificates and other documents under the ISO 9001 DQS
 - To inspect product build
 - To be familiar with legislation and design aspects of EMC, LVD, RoHS, WEEE directives.
 - To partake in system verification
 - To create/maintain application notes, assembly instructions, bills of materials, datasheets, operation manuals, specifications, technical manuals, test procedures, and test/development software
 - To undertake mechanical design, project management, RF Circuit design and system design
 - To generate/approve calibration/test certificates and other documents under the ISO 9001 DQS
 - To supervise product build
 - To package products in relevant case/box
- To perform any other duties which may be reasonably be expected of the postholder
- To ensure that he/she obtains and maintains the requisite competences to perform his/her duties (eg technical, PTS etc) and carries out his/her duties in accordance with all YES policies, procedures and processes, including, but not limited to, the Health & Safety at Work Act (1974)

Reporting staff: Nil

Desired experience: 3 years in an engineering environment

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Technician (Test Instrumentation) - Person specification		
KNOWLEDGE		
National Qualifications Framework (NQF) related qualification		Level 4 or 5
Strong knowledge of relevant IT (incl OrCAD, AutoCAD, PSPICE or equivalent CAD packages)		DES
Technical knowledge of YES key markets		DES
ISO 9001:2008 or similar documented quality management system		DES
Chartered Status		DES
Institute of Leadership & Management (ILM) Qualification		DES
SKILLS		
Excellent personal organisation skills and time management skills		ESS
Prioritisation skills		ESS
Ability to communicate with technical specialists and non-specialists alike		ESS
Awareness of commercial aspects		DES
Team and Project Management skills		DES
Leadership skills	Technical	DES
	People	DES
Strategic thinker who can also deliver within an SME		DES
Presentation skills		DES
BEHAVIOURS		
Being responsible for their actions and taking proactive ownership of projects		ESS
Actively working in, and communicating with, a small team		ESS
Demonstrating reliability, flexibility and enthusiasm		ESS
Being willing to travel to visit clients within UK/abroad (occasionally)		ESS