

<b>Job Title</b>	Test Technician	<b>Date</b>	8/15/2024
<b>Department</b>	Engineering	<b>Manages Employees</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Reports To</b>	Field Service and Test Manager	<b>FLSA Status (to be completed by HR)</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>Revision</b>	A		
<b>Summary (Main Purpose)</b>			
You will be responsible for inspecting and testing equipment, working with engineers, assemblers, management for successful testing and troubleshooting and record-keeping of equipment and reporting on project status.			
<b>Job Duties and Responsibilities (Essential Functions)</b>			
<ul style="list-style-type: none"> <li>• Setup, testing and troubleshooting of low and medium voltage switchgear, ATS's, circuit breakers, protective relays, and control systems.</li> <li>• Provide internal technical support to manufacturing, engineering and field service.</li> <li>• Troubleshoot and assist in configuration of control systems utilizing PLC/HMI control platforms.</li> <li>• Perform product testing and reporting and documenting of results.</li> <li>• Assist with redline drawing updates.</li> <li>• Develops and maintains effective working relationships with manufacturers and vendor representatives.</li> <li>• Projects a positive, professional image of the company in all communications with customers, vendors, and suppliers.</li> <li>• Stays current with product updates, equipment and technology, code changes, personal certifications and training.</li> <li>• Develops and delivers training on client applications.</li> <li>• Supports Factory Witness Testing with customers and suppliers.</li> <li>• Ensures equipment is safe to use, calibrated and properly configured.</li> </ul>			
<b>Required Skills and Experience (Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills, and abilities).</b>			
<ul style="list-style-type: none"> <li>• Experience or education in the electrical equipment industry and electrical equipment testing and troubleshooting.</li> <li>• Ability to learn, or experience with programming PLCs and HMIs.</li> <li>• Understanding of 3-phase power systems is preferred, including power distribution, AC/DC, Voltage Circuit Theory, generators, circuit protection and practical troubleshooting skill of this equipment.</li> <li>• Training in electrical theory and technologies. Understanding of low voltage and/or medium voltage electrical equipment is preferred.</li> <li>• Diesel Power generation related controls and experience, including parallel systems.</li> <li>• Background in electrical power including low voltage and medium voltage and experience with most types of switchgear testing.</li> <li>• Reading schematics and blueprints for power, control, automation, engineering and customer technical support.</li> <li>• Superior problem solving, project management and analytical skills.</li> <li>• Ability to work safely and diligently in a semi-autonomous environment.</li> <li>• Working knowledge of Microsoft Office products, including Outlook, Excel, Word, PowerPoint.</li> </ul>			
<b>Additional Skills and Experience (Preferred or helpful)</b>			

- This position requires the ability to sit, and bend or stand for extended periods of time.
- Ability to operate testing equipment safely and effectively.
- Must have the ability to work flexible hours.

*This description covers the primary purpose and principal duties of the job. It is not designed to be a complete list of all the duties and responsibilities required of this position. Duties, responsibilities, and activities may change at any time with or without notice.*

## Demands and Conditions Analysis: Test Technician

### Working Conditions

The essential functions of this job involve the following working conditions.

(Place an "x" in the appropriate box.)

- C = Continuously** 75%-100% of time
- F = Frequently** 50%-74% of time
- O = Occasionally** 10%-49% of time
- R = Rarely** 1%-9% of time
- N = Never** 0% of time

	C	F	O	R	N		C	F	O	R	N
<b>Environmental</b>						<b>Physical Factors</b>					
Works alone			X			Sitting			X		
Works with others			X			Standing	X				
Customer contact			X			Walking		X			
Shift Work			X			Bending/stooping		X			
Extended Day			X			Squatting/Kneeling		X			
Keeping work pace/deadlines	X					Crouching/Crawling			X		
Performing repetitive tasks	X					Twisting at waist		X			
Noise (decibels) 91				X		Reaching above shoulders			X		
Vibration			X			Reaching below knees				X	
Abrupt temperature changes					X	Lift/carry up to 40 lbs.		X			
Heat (above 85 F)			X			Push/pull to 100 (force)			X		
Cold (below 65 F)				X		Climbing ladders			X		
Wetness				X		Climbing stairs				X	
Dampness				X		Sweeping/mopping				X	
Dryness			X			Operating foot controls					X
Odors & dusts			X			<b>Manual Tasks</b>					
Work with solvents					X	Grasping with one hand	X				
Work acids, bases					X	Grasping with both hands	X				
Work with oils					X	Manipulating with one hand	X				
Work with toxins					X	Manipulating with two hands		X			
Poor ventilation					X	Handwritten communication			X		
Fumes					X	Using keyboard			X		
Mechanical hazards			X			Using hand tools	X				
Electrical hazards	X					Twisting/wringing			X		
<b>Sensory Tasks</b>						Scrubbing/washing/polishing				X	
Seeing close (reading)	X					Scraping				X	
Seeing far (observation)			X			<b>Equipment Operation</b>					
Peripheral vision			X			Driving car / light truck		X			
Seeing colors			X			Driving heavy truck / van					X
Verbal communication	X					Operating forklifts, stackers					X
Hearing speech		X				Operating hoist equipment			X		
Hearing mechanical sounds			X			Operating shop machinery			X		
Sensing odors					X	Operating power tools	X				
Sensing by touch			X			Operating torch					X