

Digilog Inc.

Job Description

Job Title: **Electrical Technician**
Department: Digilog
Reports To: Operations Manager
FLSA Status: Exempt
Prepared By: Karla Downing
Approved By: Kevin Mandli
Date: 01-18-2012

Basic Function

Responsible for installing, servicing and repairing electrical equipment with hand tools, test equipment, wiring diagrams and manufacturer's specifications in a timely, accurate manner.

Responsibilities

1. Install, diagnose, service and repair electrical equipment (includes soldering equipment).
2. Apply knowledge and ability to use hand tools and operate test equipment such as test meters, oscilloscopes, watt meters, ammeters, voltmeters or ohmmeters according to established procedures.
3. Read and understand wiring diagrams to trace electrical circuits and ensure proper operation according to manufacturer's specifications.
4. Examine electrical equipment during operating cycles to detect excess vibration, overheating, and loose, noisy or non-functioning parts.
5. Maintain company vehicles.
6. Ability to use computer applications to record and retrieve data, do research and communicate with others through electronic means.
7. Replace worn or defective parts.
8. Maintain appropriate communication with the office to ensure efficient and timely production.
9. Provide research for part prices/availability, manufacturer's specifications, and warranty status, determine and explain nature/cost of repairs, and order additional parts as needed.
10. Maintain a professional manner to enhance the company's image with customers.
11. Return units to original state and clean up work area prior to leaving each job.
12. Attend and participate in technical meetings.

13. Report any unusual discrepancies or problems promptly to management.
14. Perform other related duties as assigned.
15. Perform customer support when requested.

Skills

Oral Communication Skills
Written Communication Skills
Technical Communication
Time Management
Reading Skills
Computer Skills
Organization
Customer Service
Professionalism
Ability to lift and move up to 70 pounds

Specialized Knowledge and Skills Requirements Software

Ability to obtain an advanced mastery of Electrical Technician work to include drilling holes, setting anchors, set up wiring, connecting and testing complex electronic controls, trouble shooting and performing systems and equipment maintenance. Will be able to communicate and handle customer system issues. Must follow Digilog established process & procedures, Van Build documentation and Safety practices.

Mathematical Skills

Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

Educations/Experience:

An Associate degree is preferred such as Electrical Technician or equivalent combination of education or experience.

Certificates and Licenses:

Valid Driver's License required for travel to job sites, client and vendor locations within the United States.

Travel

Travel Requirement: This position requires 10% travel within the United States of America, via air or road travel in a car, van or truck.

Physical and Environmental Demands of the Position

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently, up to 50% of the time, required to sit in a vehicle, use hands, reach with hands and arms, talk, and hear. The employee must occasionally stand, walk, climb or balance, stoop, kneel, crouch or crawl, and lift and/or move up to 50 pounds when evaluating, repairing and inspecting vehicle and system operations while on the road.

Specific vision abilities required by this job include the ability to adjust focus (the ability to adjust the eye to bring an object into sharp focus) and close vision (defined as clear vision at 20 inches or less). The employee is frequently, up to 50% of the time, required to have the additional specific vision abilities required by this job to include peripheral vision (defined as the ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (defined as three-dimensional vision, and the ability to judge distances and spatial relationships), and distance vision (defined as clear vision at 20 feet or more, respectively, all while driving a vehicle or being a passenger in a moving vehicle).

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly working in an office setting. The employee is frequently, up to 25% of the time, working in a moving vehicle, either driving or operating data collection systems while being a passenger in a moving vehicle, and working in an environment with vibration on a regular basis. The employee will occasionally be working in outdoor conditions.

The noise level in the work environment is usually moderate.

Disclaimer Statement

The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, and knowledge needed to perform the job. Please note that job functions are reviewed periodically and are subject to change based upon company business need.

Employee Name (printed)

Employee Signature Date
CC: Employee

Employee General Personnel File