



## JOB DESCRIPTION FORM

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Last Revised By: RDM.

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Rev: E

ECO#: XXXX

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### JOB DESCRIPTION

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**JOB TITLE:** Electrical Engineering Technologist

**DEPARTMENT:** Engineering

**REPORTS TO:** Manager – Engineering

**POSITIONS SUPERVISED:** None

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#### Position Summary:

The Electrical Engineering Technologist will work cooperatively with engineers on assigned tasks in new product development and engineering support of existing products. Must have the ability to work alone, be self-motivated, and be capable of handling multiple projects concurrently.

#### Responsibilities:

- Develop and run tests on new and existing products.
- Prototype and test analog and digital circuits.
- Work at Electronics Bench.
- Prototype PC Board assembly and debug.
- Perform electronic troubleshooting.
- Perform failure analysis.
- Work at a PC, including data entry, e-mail, and using proprietary software.
- Generate, formally document, and communicate test data.
- Maintain laboratory equipment and facilities.
- Design and construct basic test fixtures.
- Must be able to communicate effectively with the design engineering team.
- Conform with all safety rules and use all appropriate safety equipment.

#### Education:

- Minimum of EET bachelor's degree or equivalent.

#### Experience:

- Demonstrated work experience using Electronic principles.
- Proven computer skills.
- Desired, five years of recent experience.

#### Knowledge of:

- Analog Circuitry including but not limited to operational amplifiers, filters, power supplies and oscillators.
- Digital Circuitry including but not limited to Boolean algebra, A/D converters, D/A converters, Digital Signal Processors and Field Programmable Gate Arrays.
- Voltage and Current Transformers

#### Skilled at:

- Operation of multi-meter, oscilloscope, function generator, power supplies, and other electronic test equipment
- Reading and interpreting schematics
- Circuit Prototyping
- Circuit analysis and debug
- General Verbal and Written Communications
- Soldering and soldering equipment
- Application Program skills required
  - Microsoft Word
  - Microsoft Excel

**Desirable Qualifications:**

- Knowledge of ANSI/ISO 9001, ANSI/Z540-1, and ISO 17025.
- Familiarity with Energy Metering Market
- Familiarity with instrumentation
- Application Program skills that would be a plus
  - Altium Capture & Layout
  - Spice Modeling
  - FPGA
  - VHDL
  - C++, Python
  - Matlab
  - Corel Draw

Travel Domestically: Y X or N    

Travel Internationally: Y     or N X

**Physical Abilities:** Circle one

N=Not Applicable (Activity is not applicable to this occupation)

O=Occasionally (Occupation requires this activity up to 33% of the time; 0-2.5+ hours per day)

F=Frequently (Occupation requires this activity from 33% to 66% of the time; 2.5-5.5+ hours per day)

C=Constantly (Occupation requires this activity more than 66% of the time; 5.5+ hours per day)

**Physical Requirements:**

Stand	N	<input type="radio"/>	F	C
Sit	N	<input type="radio"/>	F	<input checked="" type="radio"/>
Walk	N	<input type="radio"/>	F	C
Handling/Fingering	N	<input type="radio"/>	<input checked="" type="radio"/>	C
Reach Outward	N	<input type="radio"/>	F	C
Reach Above Shoulder	N	<input type="radio"/>	F	C
Climb	N	<input type="radio"/>	F	C
Crawl	<input checked="" type="radio"/>	<input type="radio"/>	F	C
Squat or Kneel	N	<input type="radio"/>	F	C
Bend	N	<input type="radio"/>	F	C

**Push/Pull**

12 lbs. or less	N	<input type="radio"/>	F	C
13-25 lbs.	N	<input type="radio"/>	F	C
26-40 lbs.	<input checked="" type="radio"/>	<input type="radio"/>	F	C
41-100 lbs.	<input checked="" type="radio"/>	<input type="radio"/>	F	C

**Lift/carry**

10 lbs. or less	N	<input type="radio"/>	F	C
11-20 lbs.	N	<input type="radio"/>	F	C
21-50 lbs.	N	<input type="radio"/>	F	C
51-100 lbs.	N	<input type="radio"/>	F	C
Over 100 lbs	<input checked="" type="radio"/>	<input type="radio"/>	F	C

**Other physical requirements:**

Read Computer Screen	N	<input type="radio"/>	F	<input checked="" type="radio"/>
Operate Key Board	N	<input type="radio"/>	F	<input checked="" type="radio"/>

**Work Environment:**

Temperature Controlled office environment. Hazardous Voltages Present.

*The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*Equal Opportunity Employer Minorities/Women/Veterans/Disabled*

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or protected veteran status and will not be discriminated against on the basis of disability.*



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*Please be advised U.S. Citizen / U.S. Resident is a requirement of the position. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*