

KUSTOM SIGNALS, INC.
POSITION DESCRIPTION

Position Title: Tech Aid
Department: Operations Services
Reports To: Production Manager

Job Grade: 5NE
Cost Center: 10206
Revision Date: 04/20

Position Summary:

Read and follow written work instructions. Build product and assemblies according to KSI work instructions. Rework, modify, program and perform simple test procedures on circuit boards and/or sub-assemblies.

Education:

High school diploma or equivalent

Experience:

Minimum of one-year experience as an electronics assembler

Skills:

- Ability to apply common sense, follow oral instructions, read work orders, prints, process manuals and other documentation.
- Basic PC skills for programming pc boards and running test procedures.
- Ability to work with small components, small hand tools, and basic test equipment.
- Possess simple problem solving skills.
- Hand soldering and de-soldering techniques.

Supervisory Responsibilities: None

Duties and Responsibilities:

- Build electronic assemblies according to KSI work instructions.
- Perform modification, repair and/or rework boards, units, and/or sub-assemblies
- Perform visual inspections, limited testing, and troubleshooting to ensure parts and assemblies meet production specifications and standards.
- Perform functional test procedures.
- Certify radar tuning forks, radar antennas and radar indicators.
- Keep work area and work station organized and clean.

Equipment To Be Used:

Soldering iron, de-soldering gun, small hand tools, basic test equipment, computer.

Typical Physical Demands:

Continuously sit; use hands to finger, handle, or feel; reach with hands and arms in a repetitive motion, talk or hear. Occasionally lift and/or move up to 40pounds. Specific vision abilities include close vision, distance vision, color vision, and ability to adjust focus. Must possess good manual dexterity.

Typical Mental Demands:

Read work orders, prints, schematics and process manuals.

Working Conditions:

Quiet, temperature controlled, inside manufacturing environment.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be constructed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

EMPLOYEE SIGNATURE_____

DATE_____

SUPERVISOR/MGR. SIGNATURE_____

DATE_____