

TekTone Sound & Signal Mfg., Inc.

Job Title: Parts and Equipment Technician

Department: Engineering

Reports To: VP Engineering

ROLES

- Cultivate an environment that facilitates the development of people.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Actively apply Lean Manufacturing concepts as an avenue for continuous improvement.
- Set good example of work habits for others to follow, such as using time wisely, resolving issues efficiently, participating only in value add or necessary system required activities.
- Supports TekTone commitment to product excellence, product quality and customer satisfaction. Performs to the best of his or her ability to create high quality products and services that satisfy customer requirements.
- Actively promote safety and good housekeeping practices.

RESPONSIBILITIES

- Review parts list and inventory, working closely with engineers and the compliance and change coordinators to identify parts standardization and consolidation opportunities
- Help develop and maintain a system to smoothly handle BOM creation and review
- Assist the engineers with part research
- Facilitate/assist with the maintenance of engineering parts stock
- Facilitate the maintenance of engineering development electronics and other engineering equipment. Where equipment is needed, the Parts and Equipment Technician would be available to help engineers get what they need, acting as an interface with Purchasing.
- May assist in the assembling of prototype and Beta/Limited Release program units.
- May assist in Facility test system installation, testing, monitoring, reporting and maintenance.
- Designs and builds test systems.
- Prepares sample systems for UL submittal.
- Prepares and maintains design documentation such as system test plans.
- Performs other engineering support tasks.
- Prepares factory test fixtures.

QUALIFICATIONS

- 2 yr EET degree or equivalent
- 2-3 years industry experience (manufacturing/ISO/Lean Development background a plus). More education and/or demonstrated expertise in knowledge areas will be considered in lieu of some experience.
- Excellent communication and organizational skills
- Excellent electronic components and component technology knowledge
- Some programming/script experience would be a plus
- Must have proficiency with basic electrical hand tools for constructing test racks (or capacity to learn)