

QUANTA LABORATORIES, INC.

3199 De La Cruz Blvd.,
Santa Clara, CA 95054

JOB TITLE: Electro-Mechanical Technician, Entry Level

NAME OF EMPLOYEE:

DEPARTMENT: Facilities and Quality

JOB DESCRIPTION: This is an excellent opportunity for an **Entry Level Electro-Mechanical Technician** to gain practical experience, grow and learn the principles and practices of electro-mechanical repair and maintenance of vibration and shock equipment and other miscellaneous instruments and test equipment used at Quanta Laboratories.

REPORTS TO: This position reports to the **Facilities and Quality Manager**.

1.0 DUTIES AND RESPONSIBILITIES

- 1.0.1 Work with team of Engineers and Technicians in the repair and maintenance of shock and vibration equipment, cooling tower, piping system, hydraulic and pneumatic machineries.
- 1.0.2 Test, troubleshoot, repair and modify electrical circuits, mechanical, hydraulic and pneumatic machineries in a timely manner.
- 1.0.3 Perform the installation of wiring harnesses and calibration of measurement and test equipment (M&TE).
- 1.0.4 Perform regular preventive maintenance inspections to identify defects and replacements.
- 1.0.5 Perform system testing to evaluate performance and functionality of test equipment.

- 1.0.6 Maintain workshop cleanliness, order and inventory control of electrical and mechanical components and tools that are under his/her responsibility.
- 1.0.7 Maintain documentations of system installations, maintenance procedures and work instructions. Prepare and fill up maintenance request forms.
- 1.0.8 Maintain the cleanliness and order around the test equipment during and after any maintenance activity.
- 1.0.9 Understand drawings, technical manuals, and instructions to perform system installation and control fabrication activities.
- 1.0.10 Report completed and ongoing task to immediate superior on daily basis.
- 1.0.11 Attend educational training and workshops to develop job skills.
- 1.0.12 Recommends new ideas such as to improve working condition, to improve or upgrade aging and obsolete measurement and test equipment, or to try new repair and maintenance procedure to improve work safety, speed and quality.
- 1.0.13 Responsible for all his/her actions and self-discipline. Must promote harmonious working relationship with other employees, protect the interest of the company and follow the company policy.
- 1.0.14 Responsible for the execution of other lawful orders assigned by his/her immediate superior.

2.0 AUTHORITY

- 2.0.1 Authorized to shutdown any machine in which he/she believes is operating dangerously and may cause the loss of life and/or property.
- 2.0.2 Authorized to make material requisitions needed to do his/her job, subject to approval by his/her immediate superior.
- 2.0.3 Authorized to refuse to use test instruments, protective gadgets and clothing whose safety conditions are in doubt, that he/she believes are too dangerous to use when dealing with high voltages.

3.0 MINIMUM EDUCATION AND TRAINING REQUIREMENT

- 3.0.1 Communicating in English clearly and concisely both oral and written.
- 3.0.2 A Bachelor's degree in Mechanical or Electrical Engineering or an Associate Degree in Electrical or Mechanical Technology or at least 60 units of college work plus a diploma or certificate in basic electricity, electronics, hydraulics, pneumatics and/or refrigeration.
- 2.0.3 Hands on training in electrical or electronics or mechanical work is an asset.

4.0 KNOWLEDGE AND SKILLS REQUIREMENTS

- 4.0.1 Knowledge in Electricity and Magnetism
- 4.0.2 Knowledge in the use of Multimeters, Clamp Ammeters, and basic hand tools.
- 4.0.3 Must have a knack at solving problems and coming up with the best solution to it.
- 4.0.4 Must have the passion, determination, observance, clear thinking and patience in electrical and mechanical fabrication, repair and troubleshooting.
- 4.0.5 Must be team oriented. Willing to help out on projects that drive the company forward regardless of whether they are under your responsibility or not.
- 4.0.6 Knowledge in the preparation of clear and concise reports.
- 4.0.7 Understanding and following oral and written instructions.
- 4.0.8 Establishing and maintaining effective working relationship with superiors and peers.
- 4.0.9 Must possess a valid California driver's license or a valid driver's license from any state.
- 4.0.10 Must be physically able to conduct field inspection, testing and calibration as assigned.

4.0.11 Must be able to lift and carry at least 15 lbs for a distance of 20 ft.

4.0.12 Must be able to climb vertical ladder at least 20 ft. high.

5.0 WORKING CONDITIONS

5.1 Environmental Conditions

5.1.1 Office environment; field environment; construction site environment.

5.1.2 Exposure to high intensity noise, high G level seismic and mechanical vibrations and shock, dust, oil and grease, fumes, gases, high temperatures, very low temperatures (cryogenics) when conducting inspections and investigations.

5.2 Physical Condition

5.2.1 Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

Signature of Employee

Signature, HRD, Quanta Laboratories