

# **QUANTA LABORATORIES, INC.**

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

**JOB TITLE: Electronics and Instrumentation Technician, Entry Level**

**NAME OF EMPLOYEE:**

**DEPARTMENT: Facilities and Quality**

**JOB DESCRIPTION:** This is an excellent opportunity for an **Entry Level Electronics and Instrumentation Technician** to gain practical experience, grow and learn the principles and practices of industrial electronics, instrumentation, fabrication, repair and maintenance of vibration and shock equipment, test chambers and other miscellaneous instruments and 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 fabrication, repair, modification, and maintenance of electronics circuits used in various measurement, test equipment and laboratory machineries.
- 1.0.2 Test, troubleshoot, repair and modify electronic circuits, assemblies, modules and equipment in a timely manner.
- 1.0.3 Perform the actual installation of wiring harnesses and calibration of measurement and test equipment (M&TE).
- 1.0.4 Perform SCADA systems testing to evaluate its performance and functionality.
- 1.0.5 Maintain calibration laboratory cleanliness, order and inventory control of electronics, electrical, mechanical components and tools.

- 1.0.6 Prepare and fill up maintenance request forms and maintain the documentation of calibration standards and calibrated instruments and other laboratory assets.
- 1.0.7 Understand drawings, technical manuals, and instructions to perform system installation and maintenance activities.
- 1.0.8 Report completed and ongoing task to immediate superior on daily basis.
- 1.0.9 Attend educational trainings and workshops to develop job skills.
- 1.0.10 Recommends new ideas such as to improve working condition, to improve or upgrade aging and obsolete measurement and test equipment, or to try new calibration procedure for faster more accurate results.
- 1.0.11 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.
- 1.0.12 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 Must be able to communicate in English clearly and concisely both oral and written.
- 3.0.2 A Bachelor's Degree in Electrical/Electronics Engineering or an Associate Degree in Electrical/Electronics Technology or at least 60

units of college work plus a diploma or certificate in basic electronics or an on-the-job-training in DC and AC Circuits.

- 3.0.3 Hands on training in electrical and electronics circuit construction is an asset.

#### **4.0 KNOWLEDGE AND SKILLS REQUIREMENTS**

- 4.0.1 Knowledge in DC Circuits, AC Circuits, Vacuum Tubes and Semiconductors.
- 4.0.2 Knowledge in the use of multi-meters, clamp ammeters, and basic hand tools.
- 4.0.3 Must have the passion, determination, observance, clear thinking and patience in electronics fabrication, repair and troubleshooting.
- 4.0.4 Must be team oriented. Willing to help out on projects that drive the company forward regardless of whether they are under his/her responsibility or not.
- 4.0.5 Manual dexterity in component soldering and electronics assembly work.
- 4.0.6 Must possess a valid California driver's license or a valid driver's license from any state.
- 4.0.7 Must be physically able to conduct field inspection, testing and calibration as assigned.
- 4.0.8 Must be able to lift and carry at least 15 lbs for a distance of at least 20 ft.
- 4.0.9 Must be able to climb a 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, 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

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Signature, Employee

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Signature, HRD, Quanta Laboratories