



## Electronic Repair Technician

### Position Description

Department: Service	Reports To: Service Team Lead
FLSA Status: Hourly	Position Status: Full Time
Position Location: Indianapolis	Updated: 21-Aug-23

### Employee Receipt

I have received and read this position description and can perform the essential functions of the job as well as the physical and work environment demands and agree to perform accordingly.	
Employee Signature:	Date:
Print Name:	

### Summary of Position Functions

Electronic Repair Technician will calibrate and repair Copper Mountain Technologies (CMT) Vector Network Analyzers (VNAs) used by customers all over the world. Our USB VNAs are next generation analyzers designed to meet the needs of 21<sup>st</sup> Century engineers. Our VNAs include an RF measurement module and a processing module, a software application which runs on a PC, laptop or tablet, connecting to the measurement hardware via USB interface. CMT was awarded innovation and product leadership awards by Frost & Sullivan in 2015, 2017 and 2020.

Electronic Repair Technician will work closely with Design and Development, Applications Engineering, and Operations to ensure delivery of quality solutions to customers. Take this opportunity to join a great company. This position is located in Indianapolis, Indiana.

### Essential Position Functions

- Performs module- and component-level diagnosis, troubleshooting and repair of Vector Network Analyzers and related equipment according to developed procedures
- Performs calibration of Vector Network Analyzers in the ISO17025-accredited calibration laboratory
- Creates calibration certificates accurately and efficiently with minimal supervision based upon instrument specifications and approved calibration procedures



- Achieves customer satisfaction and timely turn-around on all equipment and service
- Manages and follows all workflows in Odoo ERP system
- Completes all required documentation supporting customer requirements, reports, ISO 9001 and ISO 17025 quality systems
- Interacts with customers regarding instruments that require repair or limited calibration
- Performs other support functions as required in an efficient and orderly manner
- Other duties as assigned

**Note:** The statements contained herein describe the essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

## Education and Qualifications

- Experience in troubleshooting electronics in system and component-level repair
- Experience working with electronic components
- 3-4 Years of Electronic Assembly and/or Repair experience
- SMT hand soldering experience

## Knowledge, Skills, and Abilities

- Strong troubleshooting skills
- Ability to follow established procedures and modify/develop new ones
- Proficient at using schematics and procedural manuals to troubleshoot, maintain, and repair electronic equipment down to component level
- Skills in the use of power tools, hand tools including soldering
- Basic understanding of electronic components such as capacitors, resistors, transistors and relays
- Working knowledge of RF strongly preferred
- Skills using test equipment including Oscilloscopes, Multimeters, Signal Generators, Vector Network Analyzers, Spectrum Analyzers, Power Meters, DC power supplies are strongly preferred
- Ability to communicate technical material clearly, both verbally and in writing to colleagues and customers
- Ability to work closely with other people to solve challenging problems



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## Certifications, Licenses, Registrations

Valid driver's license.

