



## Electronic Repair Technician

### Position Description

|                                 |                               |
|---------------------------------|-------------------------------|
| Department: Service             | Reports To: Service Team Lead |
| FLSA Status: Hourly             | Position Status: Full Time    |
| Position Location: Indianapolis | Updated: 1818-Sep-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

The Electronic Repair Technician will repair and calibrate VNAs used by customers all over the world. Our USB VNAs are next generation analyzers designed to meet the needs of 21st 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.

The Electronic Repair Technician will work closely with Development, Application 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
- Performs calibration of Vector Network Analyzers in the ISO17025-accredited laboratory
- Achieves customer satisfaction and timely turn-around on all equipment and service



- Manages all workflows in the ERP system Odoo
- Completes all documentation supporting customer documentation requirements, reporting, ISO and other quality systems
- 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
- Associate degree in Electronics/Electronics Engineering would be a big plus

## 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



## Certifications, Licenses, Registrations

Valid driver's license.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Physical Demand                      | Never (0%) | Occasionally (1-30%) | Frequently (31-60%) | Continuously (61-100%) |
|--------------------------------------|------------|----------------------|---------------------|------------------------|
| Sit                                  |            |                      |                     | X                      |
| Stand                                |            | X                    |                     |                        |
| Walk                                 |            | X                    |                     |                        |
| Use hands to finger, handle, or feel |            |                      |                     | X                      |
| Reach with hands and arms            |            |                      | X                   |                        |
| Climb or balance                     | X          |                      |                     |                        |
| Stoop, kneel, crouch, or crawl       | X          |                      |                     |                        |
| Talk or hear                         |            |                      |                     | X                      |
| Taste or smell                       | X          |                      |                     |                        |
| Travel                               |            | X                    |                     |                        |
| Overtime                             |            |                      | X                   |                        |
| Up to 50 pounds                      |            | X                    |                     |                        |
| Up to 100 pounds                     | X          |                      |                     |                        |
| More than 100 pounds                 | X          |                      |                     |                        |
| Close vision                         |            |                      |                     | X                      |
| Distance vision                      |            | X                    |                     |                        |
| Color vision                         |            |                      |                     | X                      |
| Peripheral vision                    |            | X                    |                     |                        |
| Depth perception                     |            | X                    |                     |                        |
| Ability to adjust focus              |            |                      |                     | X                      |

## Work Environment Demands



| Environmental Demand              | Never (0%) | Occasionally (1-30%) | Frequently (31-60%) | Continuously (61-100%) |
|-----------------------------------|------------|----------------------|---------------------|------------------------|
| Wet or humid conditions           | X          |                      |                     |                        |
| Work near moving mechanical parts | X          |                      |                     |                        |
| Work in high, precarious places   | X          |                      |                     |                        |
| Fumes or airborne particles       | X          |                      |                     |                        |
| Toxic or caustic chemicals        | X          |                      |                     |                        |
| Outdoor weather conditions        | X          |                      |                     |                        |
| Extreme cold (non-weather)        | X          |                      |                     |                        |
| Extreme heat (non-weather)        | X          |                      |                     |                        |
| Risk of electrical shock          | X          |                      |                     |                        |
| Video Display Terminals           |            |                      |                     | X                      |
| Work with explosives              | X          |                      |                     |                        |
| Risk of radiation                 | X          |                      |                     |                        |
| Vibration                         | X          |                      |                     |                        |

The noise level in the work environment is usually moderate.