



Electronic Repair Technician

Position Description

Department: Service	Reports To: Service Team Lead
FLSA Status: Hourly	Position Status: Full Time
Position Location: Indianapolis	Updated: 22-Jun-2626

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 VNAs are next generation analyzers designed to meet the needs of 21st Century engineers. Our USB VNAs include an RF measurement module and a processing module - a software application which runs on a Windows or Linux devices with x86 or ARM processors. CMT VNAs are used by NASA, multiple National Labs, NIST (National Institute of Standards), and thousands of companies developing autonomous vehicles, quantum computing, satellite communications, aerospace, defense, medical and other solutions that rely on RF (radio frequency) technology. CMT was awarded multiple innovation and product leadership awards by Frost & Sullivan.

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, as well as rework of new products
- Achieves customer satisfaction and timely turn-around on all equipment and service
- Manages customer communications as well as all workflows in the ERP system Odoo in regard to diagnosis and repair instruments
- 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
- 3-4 Years of Electronic Assembly and/or Repair experience
- SMT hand soldering certification is highly desired
- Associate degree in Electronics/Electronics Engineering is highly desired

Knowledge, Skills, and Abilities

- Strong troubleshooting skills
- Strong written and verbal communication 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.