



Position Description

Title: Programming and Test Technician

Department: Engineering

Reports To: Engineering\Production/Service Manager.

FLSA Status: Non-exempt

Summary: This individual will develop, write PLC programs, test/tune equipment, troubleshoot/repair equipment, calibrate switches/meters/analyzers, and write equipment-specific O&M instructions.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Develop and write PLC customer and interface programs
- Test and tune equipment to meet customer specifications
- Research and understand all functions of the equipment to be tested
- Troubleshoot and repair equipment both on and off site
- Write equipment-specific O&M instructions
- Calibrate switches, meters, and analyzers
- Maintain a clean work area
- Perform all tasks in compliance with company safety program
- Wire process and control equipment using electrical blueprints
- Perform all other tasks as required
- Work toward continuous quality improvement.
- Stay current with changing technology, including software and position/industry specific programs.
- Uphold, support, and promote all company policies and procedures.

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

- High School Diploma/GED, related technical school diploma highly desirable, in PLC programming, Industrial Electronics or related field
- Two or more years experience as a Programming and Test Technician or comparable proven work experience preferred
- Knowledge in the fields of PLC programming, electrical wiring, electrical instrumentation, and mechanical process equipment
- Strong skills in the use of computers, test meters, calibration tools, analysis equipment, small hand tools, and power tools



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- Strong electro-mechanical aptitude including experience in a variety of process and control equipment.
- Ability to use a calculator to solve math equations and read/understand engineering drawings.
- The ability to troubleshoot and repair electrical and mechanical components
- The ability to use Microsoft Office suite and job related software
- The ability to communicate effectively with all levels of staff
- Requires travel to client/work sites.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, and utilize a calculator.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations:

- Valid drivers license required

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.

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Climbing or balancing – Approximately 1/3 to 2/3 of on-the-job time at heights of 20 or more feet.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately 1/3 to 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.



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- Weight lifted/Force exerted – An average of approximately more than 50 pounds, less than 1/3 of on-the-job time, non-continuously.
- Ability to work at heights of 20 feet or more
- May be required to perform job duties in confined spaces

Physical demand requirements listed are primarily applied to performance of various electrical and manufacturing and/or fabrication processes, including equipment already in the field, as well as conduit and wire skids with direction from an Electrical Technician. Usage of all required PPE and safety equipment is also required.

- Vision – Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right, while eyes are fixed on a given point), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Vision requirements listed are primarily applied to detailed computer and electrical work, various machinery and tool usage and reading of instruction manuals.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental – Exposure to potentially hazardous environmental conditions may include the following:

- Wet or humid conditions (non-weather) – Approximately less than 1/3 of on-the-job time.
- Work near moving mechanical parts – Approximately greater than 2/3 of on-the-job time.
- Work in high, precarious places – Approximately 1/3 to 2/3 of on-the-job time.
- Fumes or airborne particles – Approximately 1/3 to 2/3 of on-the-job time.
- Toxic, gasses or caustic chemicals – Approximately less than 1/3 of on-the-job time.
- Outdoor weather conditions – Approximately 1/3 to 2/3 of on-the-job time.
- Extreme cold (non-weather) – Approximately less than 1/3 of on-the-job time.
- Extreme heat (non-weather) – Approximately less than 1/3 of on-the-job time.
- Risk of Electrical Shock – Approximately 1/3 to 2/3 of on-the-job time.
- Vibration – Approximately less than 1/3 of on-the-job time.
- May work with highly flammable gas
- Exposure to high voltage, power tools, overhead cranes, forklift trucks, and overhead storage.
- Exposure to welding fumes, grinding dust, and chemical vapors.

Noise: Loud – (noise levels not exceeding 85dB)



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Acknowledgement:

I acknowledge this position description was reviewed with me and a copy was provided to me. I agree to and accept the terms and conditions and acknowledge this does not represent a contract of employment.

Employee Signature

Date

Supervisor Signature

Date