

1. Job Title: Production Technologist

1.1 Reports to: Designated Manager or Supervisor

1.2 Is reported to by: N/A

2. Job Description

2.1 Summary of Position

The Production Technologist is responsible for the Testing and inspection of electronic assemblies and components. This includes ability to test, troubleshoot, repair, and perform failure analysis of electronics, electrical components, cables, wiring harnesses, mechanical products, and software products. Other tasks include performing quality checks to ongoing builds. Work is performed under the general direction of the Production Supervisor and is reviewed daily. Strong attention to detail and consistently high-quality workmanship are required.

2.2 Responsibilities:

- Test electronic systems, sub-assemblies, finished product circuit boards, and cable harness assemblies using standard production documentation, including routine test procedures, schematics, and component descriptions.
- Troubleshoot and rework in-process failed products and take corrective actions to prevent product nonconformity, thereby improving products and processes.
- Install production software and firmware into completed electronic assemblies.
- Conduct routine testing of completed electronic assemblies and sub-assemblies.
- Ensure quality processes are followed.
- Ensure timely closure of jobs according to the production schedule and budget.
- Optimize processes to increase efficiencies.
- Complete quality inspections against existing standards.
- Exercise care and prescribed precautions in the handling and storage of materials and products and prepare adequate records for quality.
- Control further processing or delivery of nonconforming product until the deficiency or unsatisfactory condition has been corrected.
- Document all production and test activities as required and assist in the maintenance of assembly, test, and configuration management records.
- Identify and record any product quality problems.
- Initiate action to prevent the occurrence of product nonconformity and improve products and processes.
- Verify the implementation of corrective action.
- Perform miscellaneous duties as required.

2.3 Authority: N/A

3. Pre-requisites

3.1 Qualifications required:

- Diploma or degree in Electronics Technology or Electrical Engineering from a recognized institution.

- Solid understanding of all aspects of electronic circuit board testing, including component handling, soldering, and cleaning in a static-controlled environment.
- Strong competence and abilities to troubleshoot and repair complex circuits.
- Solid understanding of all aspects of electronic hardware assembly, including cable assembly, mechanical support hardware, and enclosure assembly.
- Basic knowledge of computer operations, including file manipulation, program initiation and operation, and connection to serial and parallel ports.
- General knowledge of production techniques, standards, quality control principles, and practices.
- Commitment to high standards of workmanship and attention to detail.
- WHMIS Certification.
- Strong interpersonal skills and an ability to work in a high-energy environment with minimum supervision.
- Basic knowledge of ERP systems and their use.

3.2 Experience required:

- Minimum 1-2 years of experience in an electronics design and production environment, with experience in a production test and repair position, to meet full qualifications.
- Experience in high-reliability soldering.