



## Hubbell Industrial Controls, Inc.

### Non-Exempt Job Description

---

**Position Title:** Junior Test Technician

**Location:** Archdale, NC

---

**Department:** Electronics Test

**Reports To:** Electronics Test Manager

---

**Effective Date:** May, 2017

---

### Primary Function

The Junior Test Technician is responsible for performing electrical tests and inspections of electrical components, circuit board assemblies, and complete electromechanical control assemblies. This includes: ensuring that the item being evaluated meets performance and workmanship standards; data collection and reporting of results; rejection of nonconforming material; clearly communicating product and process quality issues in a timely manner to Manufacturing, Engineering and Quality personnel; recommending ideas for quality improvements (defect reduction); and support of plant-wide Safety initiatives.

---

### Work To Be Performed

1. Perform electrical and mechanical tests on components, circuit board assemblies, and complete controller assemblies, working safely with DC supply voltages up to 650 volts and AC supply voltages up to 6,600 volts.
2. Troubleshoot complex electrical systems.
3. Troubleshoot complex electrical circuits to component level.
4. Perform component level repairs on through-hole and surface mount circuit boards.
5. Inspect components, circuit board assemblies, and complete controller assemblies for defects and workmanship. Perform final inspection of units in the test process and perform quality audit inspections of completed units.
6. Perform field service repairs and equipment start up.
7. Perform technical support via telephone, fax, email, and instant messaging.
8. Document and relay any discrepancies to the appropriate personnel.
9. Report inspection findings to a data collection system or as directed.
10. Ensure inspection status of product is clearly identified.
11. Identify non-conforming material for rework.
12. Perform confirmation of test steps in SAP manufacturing system.
13. Maintain status of jobs in department tracking system with expected completion dates and communicate issues when the schedule will not be met.



## Hubbell Industrial Controls, Inc.

14. Prioritize work by due dates and manage work backlog.
15. Make recommendations on testing, inspection, product and productivity, and participate in Continuous Improvement/Kaizen activities as assigned.
16. Perform general housekeeping duties to keep work area clean and provide a safe working environment at all times.
17. Additional duties as assigned.

---

### **Qualifications**

- Experience:
- Associates degree in Electronics or equivalent required
  - Manufacturing experience desired
- Skills:
- Self-motivated and energetic
  - Analytical and problem solving skills
  - Good mechanical skills for repairing and adjusting electromechanical devices
  - Able to read/interpret schematics and mechanical drawings
  - Able to read and follow detailed, written instructions
  - Able to read and understand regulatory agency documents including NFPA 20, NFPA 25, and NFPA 70
  - Excellent organizational/prioritization skills and ability to work independently
  - Good communication and interpersonal skills
  - Proficient in computer operation (Excel, Word, etc.)
  - Attentive to details and accuracy
  - Good time management skills
  - Bilingual preferred (Spanish)

---

### **Physical Requirements**

- Able to stand/walk 10-90% of work day
- Occasional bending and squatting required
- Occasional lifting required (up to 40 lbs)
- Able to work on overhead crane catwalks greater than 20 feet above ground level
- Able to work in underground mining environment
- Able to work in harsh environmental conditions at customer locations

---

### **Other Requirements**

- Able to be on call nights and weekends for customer phone support up to 25% of the time
- Able to travel, including possible international travel, up to 25% of work time. Travel may include weekends and/or holidays.
- Must possess or be able to obtain valid passport
- Must possess a valid driver's license