



Job Title:	Production Tech I	Department:	Manufacturing
FLSA Status:	Non Exempt	Location:	Ithaca, NY
Hours:	Full-time – 40 Hrs/Week	Reports to:	Manufacturing Manager

Primary Function

Conducts, maintains, tests and repairs electrical/electronic, mechanical systems and components. Applies knowledge of electrical/electronics and mechanical principles in determining equipment malfunctions and applies skills in restoring equipment to operation.

I. Duties and Responsibilities

- Repair and calibration of precision medical flow sensors; recirculation and test of flow meters.
- Troubleshoots and repairs mechanical and electrical/electronic equipment including but not limited to programmable controls, numeral controls, gages and test equipment.
- Sets-up and operates a variety of hand-operated tools and electronic equipment to manufacture product specified on work orders using standard work instructions and Inspection procedures.
- Documents inspection results and enters data into the devices database and other computer collection systems.
- Plans and performs work requiring a thorough knowledge of electrical/electronic and mechanical theories and principles, writing specifications, local and national electrical codes, properties of various materials, and principles of operation and application of electronic equipment.
- Maintains company-required performance and maintenance records for identified equipment.
- Orders parts as required in order to complete repairs.
- Performs preventive maintenance functions as directed.
- Assists manufacturing personnel with technical troubleshooting.
- Ensures clean and organized work environment at all times.
- Manage tasks related to multiple production duties, prioritize and respond to special assigned duties.
- Other tasks as assigned by the Dept. Manager.

II. Working Relationships

- Internal departments such as: Customer Service, Stockroom, Manufacturing Engineering and Quality Assurance



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III. **Education and Experience**

- High school diploma or its equivalent required.
- Two-year technical degree or equivalent work experience in a technical field is preferred.
- Minimum of 2years of calibration experience preferred and the ability to demonstrate high proficiency in these areas.

IV. **Knowledge, Skills and Abilities**

- Position requires electronic and mechanical aptitude, good trouble shooting skills, customer service skills, good written and verbal communication skills and the ability to meet production deadlines.
- Must have a strong understanding of electrical, pneumatic, temperature, electronic and mechanical measurement techniques and concepts in a high paced manufacturing environment.
- A thorough knowledge of electronic test equipment, function generator, digital /analog multimeter, temperature instruments and equipment including the use of special instruments for diagnostic purposes.
- Must be able to work well with all levels of personnel whether individually or in a team environment, and especially must be able to interface and communicate with co-workers in order to assist with repairs and troubleshooting.
- Willing to work overtime as required.
- Proficient in PCs, PC-based productivity applications, specifically, MS-Office.
- Basic soldering skills for assembly or rework.
- Must be safety conscious.

V. **Supervisory Responsibilities**

- N/A

VI. **Physical Demands**

- Must be able to lift up to 25 lbs and to adhere to safety requirements
- Corrected normal vision and color vision are required

VII. **Work Environment**

- Manufacturing
- Occasional exposure to elements such as odor, noise, dust, heat, cold or chemicals