

Title: Manufacturing Process Technician
 Section Reference: 6.2 Human Resources
 Document Type: 7. Reference

Page: 1 of 3
 Owner: Human Resources
 Version: 1.0

JOB DESCRIPTION

Position:	Manufacturing Process Technician
Department:	Operations

Job Description Summary:

The Manufacturing Process Technician is responsible for providing technical and administrative support to the Operations and Engineering teams.

Primary Responsibilities:

The following is a summary of the essential functions for this job. Other Duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Provides technical support and training to assembly and manufacturing personnel.
- Read mechanical drawings and electronic schematics to ensure product specification and tolerances are met.
- Troubleshoot equipment, manage calibration and preventative maintenance processes; which include documentation, calibration, maintaining spare parts inventory. This includes the utilization of test equipment (oscilloscope, various meters, function generator, power supply)
- Equipment programming and setup for manufacturing to ensure product specifications are met.
- Perform mechanical assembly and fabrication.
- Design tooling and fixtures for manufacturing by collaborating with the mechanical and electrical engineering teams.
- Assists in creating, modifying and revising manufacturing work instructions and process flow documentation.
- Attends Quality Standards training and assist with applying the standards in both documentation and processes.
- Observes safety and security procedures; reports potentially unsafe conditions.
- Performs other work-related duties as assigned.

Qualifications:

1. AAS degree or equivalent, in a technical discipline; mechanical or manufacturing engineering preferred.
2. Three to five years' experience providing technical support in a manufacturing environment, prefer that to include SMT, Die and Wire Bonding and general electrical / mechanical assembly technologies.
3. Familiarity with Solid Works preferred.
4. General mechanical assembly and fabrication experience.
5. Proficient with electronic test equipment (oscilloscope, various meters, function generator, power supply)
6. Strong computer skills, including proficiency with MS Office applications.
7. Strong multi-tasking skills. Completes several concurrent tasks in an efficient and accurate manner.
8. To have a wide degree of creativity is a plus.
9. Strong verbal and written communication skills and ability to read and write in English.
10. Experience working in fast pace, dynamic environment, with limited supervision: self-starter.
11. Strong attention to detail with excellent prioritization and follow up skills.
12. Possess leadership skills and ability to be led in a manner that is healthy to our positive and productive work environment.
13. Emphasizes personal and professional growth. Keeps knowledge and skills current.
14. Must rely on extensive experience and judgment to plan and accomplish goals in a variety of tasks.
15. Ability to be part of team and communicate effectively with all levels within the organization.
16. Authorized to work in the US. Fluency in other foreign language(s) is a plus.
17. Be able to perform basic physical tasks such as lifting 50lbs.

US Digital is looking for individuals who are highly skilled, diligent, practical, productive, reliable, inventive, self-motivated, patient, conscientious, continually learning, problem solvers, organized, cooperative, flexible and positive.

Internal applicants must:

- Be in current position for 1+ year
- Meeting or exceeding current department expectations
- Have manager approval and support before applying
- Meet required job description qualifications

BENEFITS

Medical, Dental, Vision, 401k with Matching, Vacation, and a Great Place to Work!

TO APPLY:

Submit *application and resume*. Process can be found at www.usdigital.com/careers

EEO/AA employer M/F/D/V, E-Verify Participant

