

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Electronic Technician I

JOB CODE : 051220

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs corrective repair and preventive maintenance on a wide variety of electronics equipment under close supervision.

DIMENSIONS

The incumbent reports to the Electronics Technician Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Diagnoses and determines nature and extent of damage to electronic equipment;
2. Performs routine maintenance, repairs, and complete overhauls according to established procedures usually under general supervision with occasional technical assistance in maintaining continuity of equipment service and safe operation;
3. Maintains adherence to orders, regulations, schedules, procedures, and policies;
4. Utilizes manufacturer catalogs, service bulletins, parts lists, and illustrations for guidance in servicing, repairing, and ordering replacement parts for equipment;
5. Maintains contact with equipment operators for purposes of instructing in proper and improved equipment operation, scheduling, and coordinating repair services;
6. Completes repair status records, logs routine maintenance activities, and maintains current and accurate inventory of equipment locations;
8. Operates motor vehicle between repair locations;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking for short distances in office or shop areas while performing repairs on equipment;
2. Occasional-to-frequent sitting at workbench/desk while making repairs/completing paperwork or in vehicle while driving between repair locations;
3. Frequent lifting/carrying 1 to 50 pounds of parts, supplies, materials, or small office equipment; occasional lifting up to 35 pounds of larger equipment for distances 20 to 50 feet;

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4. Occasional pushing/pulling using one or both arms/hands requiring force of 10 to 30 pounds in repairing equipment or moving carts/equipment to obtain access to area to be repaired;
5. Occasional climbing stairs or ladders to reach some work areas or higher shelves; may sometimes climb 100-foot towers;
6. Frequent bending/twisting at waist/knees/neck while making repairs or installing equipment;
7. Occasional kneeling/crouching to reach lower work areas; may work in awkward positions while installing radios in vehicle dashboards, etc.;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while installing equipment, performing maintenance, making repairs, completing paperwork, keyboarding, and operating vehicle; overhead reaching and fine motor skills required;
9. Constant use of sight/hearing abilities in identifying, diagnosing, installing, and repairing equipment; visual requirements include color vision, peripheral vision, depth perceptions, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
10. Frequent use of speech abilities in communicating with equipment operators to determine type of problem and instruct them in repairs/operations made; and communicating with customers, coworkers, and supervisors;
11. Occasional use of sense of smell to diagnose problems and detect hot equipment.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in identifying, diagnosing, installing, and repairing electronic equipment according to specifications and procedures and maintaining a safe work environment;
2. Must be able to follow oral and written instructions and established procedures and accomplish assignments within required time frame;
3. Must possess mechanical aptitude, logic, and planning/organizational skills to ensure that duties are completed in the most efficient and timely manner;
4. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, blueprints, schematics, and other information necessary to complete maintenance and repairs;
5. Must possess interpersonal skills in order to communicate with equipment operators, customers, coworkers, and supervisors in an effective and professional manner;
6. Must be able to read/write/speak English and complete paperwork and logs properly;
7. Must be flexible and able to deal with multiple tasks, frequent interruptions, and deadlines.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office, shop, or field conditions with some exposure to outdoor conditions while operating vehicle between repair sites. May work in construction areas such as downhole or underground, at high elevations (up to 10,000 feet), or on towers, poles, or other tall structures.

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Tools & Equipment Used: Assorted hand and power tools, variety of electronic testing equipment and computer control testing equipment. Safety equipment including safety shoes, safety glasses, seat belts, hard hats, and back belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with one year of specialized training in electronic equipment repair and one year of experience in repair and maintenance of a variety of electronic equipment or TV/video-related experience.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to obtain "Q" clearance.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Electronic Technician II

JOB CODE : 051410

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent provides repair and preventive maintenance service for a variety of complex electronic equipment and related products in various locations as assigned, with minimal supervision.

DIMENSIONS

The incumbent reports to the Electronic Technician Supervisor and may provide guidance, direction, instruction, and training to Electronic Technician Is.

NATURE AND SCOPE

1. Diagnoses and performs more complex repairs on a wide array of electronic equipment in minimum time without technical assistance, making repairs on location and in shop;
2. Provides instruction and guidance and reviews work performed by Electronic Technician Is; assists in training and technical development of same;
3. Analyzes equipment performance and recommends solutions to upgrade unsatisfactory equipment; may redesign and develop replacement parts when new parts are not readily accessible or obtainable;
4. Provides technical direction and instruction to equipment users in the correct methods of operations;
5. Maintains up-to-date knowledge of applications, techniques, and supplies necessary to accomplish prescribed objectives;
6. Assists in planning, scheduling, and coordinating preventive maintenance activities to assure effective and efficient repairs;
7. Prepares accurate and timely records describing comprehensive services performed; answers telephones; operates vehicle between repair sites; transports equipment to shop; and maintains inventory;
8. Recommends system changes and solutions to operational problems;
9. Works directly with customers to explain problems, solutions, and options and to instruct in use of equipment;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking for short distances in office or shop areas while performing repairs on equipment;

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2. Occasional-to-frequent sitting at workbench/desk while making repairs/completing paperwork or in vehicle while driving between repair locations;
3. Frequent lifting/carrying 1 to 50 pounds of parts, supplies, materials, or small office equipment; occasional lifting up to 35 pounds of larger equipment for distances 20 to 50 feet;
4. Occasional pushing/pulling using one or both arms/hands requiring force of 10 to 30 pounds in repairing equipment or moving carts/equipment to obtain access to area to be repaired;
5. Occasional climbing stairs or ladders to reach some work areas or higher shelves; may sometimes climb 100-foot towers;
6. Frequent bending/twisting at waist/knees/neck while making repairs or installing equipment;
7. Occasional kneeling/crouching to reach lower work areas; may work in awkward positions while installing radios in vehicle dashboards, etc.;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while installing equipment, performing maintenance, making repairs, completing paperwork, keyboarding, and operating vehicle; overhead reaching and fine motor skills required;
9. Constant use of sight/hearing abilities in identifying, diagnosing, installing, and repairing equipment; visual requirements include color vision, peripheral vision, depth perceptions, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
10. Frequent use of speech abilities in communicating with equipment operators to determine type of problem and instruct them in repairs/operations made; and communicating with customers, coworkers, and supervisors;
11. Occasional use of sense of smell to diagnose problems and detect hot equipment.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in identifying, diagnosing, installing, and repairing electronic equipment according to specifications and procedures and maintaining a safe work environment;
2. Must be able to follow oral and written instructions and established procedures and accomplish assignments within required time frame;
3. Must possess mechanical aptitude, logic, and planning/organizational skills to ensure that duties are completed in the most efficient and timely manner;
4. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, blueprints, schematics, and other information necessary to complete maintenance and repairs;
5. Must possess interpersonal skills in order to communicate with equipment operators, customers, coworkers, and supervisors in an effective and professional manner;
6. Must be able to read/write/speak English and complete paperwork and logs properly;
7. Must be flexible and able to deal with multiple tasks, frequent interruptions, and deadlines;
8. Must possess ability to train and provide guidance to other technicians in an effective and positive manner.

Electronic Technician II

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office, shop, or field conditions with some exposure to outdoor conditions while operating vehicle between repair sites. May work in construction areas such as downhole or underground, at high elevations (up to 10,000 feet), or on towers, poles, or other tall structures.

Tools & Equipment Used: Hand/power tools, electronic testing equipment, and computer control testing equipment. Safety equipment including safety shoes, safety glasses, seat belts, hard hats, and back belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with one year of specialized training in electronic equipment repair and two years of experience in repair and maintenance of a variety of electronic equipment or an Associate's degree and one year of related electronics work experience.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Must be able to obtain "Q" clearance.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Electronic Technician III

JOB CODE : 051505

DATE PREPARED : March 1, 1984

Revised: October 27, 1993

SUMMARY STATEMENT

With little or no supervision, the incumbent is responsible for performing repairs and inspecting/installing new equipment and systems at any communication and electronics repair shop.

DIMENSIONS

The incumbent reports to the Electronic Technician Supervisor and acts in a lead capacity providing guidance, direction, instruction, and training to Electronic Technician Is and IIs if required.

NATURE AND SCOPE

1. Diagnoses and performs more complex repairs on entire array of electronics equipment in minimum time without technical assistance, making repairs on location and in shop;
2. May provide schedules, instruction, and guidance and review work performed by lower-level Electronic Technicians if assigned;
3. Performs technical inspections and installations of new equipment and provides technical instruction on use of new equipment;
4. Analyzes equipment performance and recommends solutions to upgrade unsatisfactory equipment; may redesign and develop replacement parts when new parts are not readily accessible or obtainable;
5. Assists in planning, scheduling, and coordinating preventive maintenance activities to assure effective and efficient repairs;
6. Provides technical direction and instruction to equipment users in the correct methods of operations; recommends system changes and solutions to operational problems;
7. Maintains up-to-date knowledge of applications, techniques, and supplies necessary to accomplish prescribed objectives;
8. Prepares accurate and timely records describing comprehensive services performed; prepares time sheets; completes reports as required; answers telephones; operates vehicle between repair sites; transports equipment to shop; and maintains inventory;
9. Works directly with customers to explain problems, solutions, and options and to instruct in use of equipment;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Electronic Technician III

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking for short distances in office or shop areas while performing repairs on equipment;
2. Occasional-to-frequent sitting at workbench while making repairs, at desk while completing paperwork, or in vehicle while driving between repair locations;
3. Frequent lifting/carrying 1 to 50 pounds of parts, supplies, materials, or small office equipment; occasional lifting up to 35 pounds of larger equipment for distances 20 to 50 feet;
4. Occasional pushing/pulling using one or both arms/hands requiring force of 10 to 30 pounds in repairing equipment or moving carts/equipment to obtain access to area to be repaired;
5. Occasional climbing stairs or ladders to reach some work areas or higher shelves; may sometimes climb 100-foot towers;
6. Frequent bending/twisting at waist/knees/neck while making repairs or installing equipment;
7. Occasional kneeling/crouching to reach lower work areas; may work in awkward positions while installing radios in vehicle dashboards, etc.;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while installing equipment, performing maintenance, making repairs, completing paperwork, keyboarding, and operating vehicle; overhead reaching and fine motor skills required;
9. Constant use of sight/hearing abilities in identifying, diagnosing, installing, and repairing equipment; visual requirements include color vision, peripheral vision, depth perceptions, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
10. Frequent use of speech abilities in communicating with equipment operators to determine type of problem and instruct them in repairs/operations made; and communicating with customers, coworkers, and supervisors;
11. Occasional use of sense of smell to diagnose problems and detect hot equipment.

Mental

1. Constant mental alertness, attention to detail, logic, common sense, and accuracy required in identifying, diagnosing, installing, and repairing electronic equipment according to specifications and procedures and maintaining a safe work environment;
2. Must possess good interpersonal/leadership skills in order to guide, train, and review work of assigned crew in an effective, positive, and professional manner if assigned;
3. Must possess planning/organizational skills and ability to make decisions and use judgement in order to determine proper course of action and schedule activities to effect best repair with minimum amount of downtime;
4. Must possess mechanical aptitude and ability to apply knowledge and experience in approaching repairs on unfamiliar equipment; excellent problem-solving skills required;

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5. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, blueprints, schematics, and other information necessary to complete maintenance and repairs;
6. Must possess excellent interpersonal skills and discretion in order to communicate with all types equipment users, customers, coworkers, and supervisors in an effective and professional manner;
7. Must be flexible and able to deal with multiple tasks, frequent interruptions, and deadlines.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office, shop, or field conditions with some exposure to outdoor conditions while operating vehicle between repair sites. May work in construction areas such as downhole or underground, at high elevations (up to 10,000 feet), on towers, poles, or other tall structures.

Tools & Equipment Used: Assorted hand and power tools, variety of electronic testing equipment, and computer control testing equipment. Safety equipment including safety shoes, safety glasses, seat belts, hard hats, and back belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with two years of specialized training in electronics at an accredited institution. Five years of experience in repair and maintenance of radio communication and/or a wide variety of electronics equipment required.

OTHER SPECIAL QUALIFICATIONS

Must possess one of the following: A valid FCC General Radio-Telephone License of certification by the National Institution for Certification in Engineering Technologies; certified as a Journeyman by the International Society of Certified Electronic Technicians; certified by the National Association of Business & Educational Radio; or certified by the Society of Broadcast Engineers. Valid driver's license required. Must be able to obtain "Q" clearance.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Electronic Technician IV

JOB CODE : 051605

DATE PREPARED : December 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

With little or no supervision, the incumbent performs the most complex assignments related to installation, repair, and maintenance of electronic equipment including fabrication, modification, installation, removal, and maintenance of communications and electronic systems/equipment at onsite or offsite locations.

DIMENSIONS

The incumbent reports to the Electronic Technician Supervisor or higher level supervisor, provides technical guidance to subordinate Electronic Technicians, and has contributory impact on the department's operating budget.

NATURE AND SCOPE

1. Troubleshoots to component level specialized, unique, and complex electronic equipment;
2. Tracks and eliminates electromagnetic and radio frequency interference;
3. Works with engineers on the development and implementation of new or unique electronic systems;
4. Analyzes machine performance and recommends solutions to upgrade unsatisfactory equipment; may redesign and develop replacement parts when new parts are not readily accessible or obtainable;
5. May write specialized communications software for control of equipment at sites and monitoring of alarms;
6. Contacts manufacturers, dealers, and service companies regarding equipment, problems, and repairs;
7. Maintains up-to-date knowledge of applications, techniques, and supplies necessary to accomplish prescribed objectives;
8. Works directly with customers to explain problems, solutions, and options and to instruct in use of equipment;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking for short distances in office or shop areas while performing repairs on equipment;
2. Occasional/frequent sitting at workbench while making repairs, at desk while completing paperwork, or in vehicle while driving between repair locations;

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3. Frequent lifting/carrying 1 to 50 pounds of parts, supplies, materials, or small office equipment; occasional lifting up to 35 pounds of larger equipment for distances 20 to 50 feet;
4. Occasional pushing/pulling using one or both arms/hands requiring force of 10 to 30 pounds in repairing equipment or moving carts/equipment to obtain access to area to be repaired;
5. Occasional climbing stairs or ladders to reach some work areas or higher shelves; may sometimes climb 100-foot towers;
6. Frequent bending/twisting at waist/knees/neck while making repairs or installing equipment;
7. Occasional kneeling/crouching to reach lower work areas; may work in awkward positions while installing radios in vehicle dashboards, etc.;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while installing equipment, performing maintenance, making repairs, completing paperwork, keyboarding, and operating vehicle; overhead reaching and fine motor skills required;
9. Constant use of sight/hearing abilities in identifying, diagnosing, installing, and repairing equipment; visual requirements include color vision, peripheral vision, depth perceptions, hand/eye/foot coordination, and visual acuity in near-, mid-, far-range vision;
10. Frequent use of speech abilities in communicating with equipment operators to determine type of problem and instruct them in repairs/operations made and communicating with customers, coworkers, and supervisors;
11. Occasional use of sense of smell to diagnose problems and detect hot equipment.

Mental

1. Constant mental alertness, attention to detail, logic, common sense, and accuracy required in identifying, diagnosing, installing, and repairing electronic equipment according to specifications and procedures and maintaining a safe work environment;
2. Must possess excellent interpersonal/leadership skills in order to guide, train, and review work of assigned crew in an effective, positive, and professional manner;
3. Must possess planning/organizational skills and ability to make decisions and use judgement in order to determine proper course of action and schedule activities to effect best repair with minimum amount of downtime;
4. Must possess mechanical aptitude and ability to apply knowledge and experience in approaching repairs on unfamiliar equipment; excellent problem-solving skills required;
5. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, blueprints, schematics, and other information necessary to complete maintenance and repairs;
6. Must possess excellent interpersonal skills and discretion in order to communicate with all types equipment users, subordinates, coworkers, and supervisors in an effective and professional manner;
7. Must be flexible and able to deal with multiple tasks, frequent interruptions, and deadlines.

Electronic Technician IV

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office, shop, or field conditions with some exposure to outdoor conditions while operating vehicle between repair sites. May work in construction areas such as downhole or underground, at high elevations (up to 10,000 feet), or on towers, poles, or other tall structures.

Tools & Equipment Used: Assorted hand and power tools and a variety of electronic testing equipment and computer control testing equipment. Safety equipment including safety shoes, safety glasses, seat belts, hard hats, and back belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with two years of training in electronics at an accredited institution specializing in radio and/or electronics curriculum. Six years of work experience in repair and maintenance of radio communication and/or a wide variety of electronics equipment required.

OTHER SPECIAL QUALIFICATIONS

Must possess and maintain one of the following: A valid FCC General Radio-Telephone License of certification by the National Institution for Certification in Engineering Technologies; certified as a Journeyman by the International Society of Certified Electronic Technicians; certified by the National Association of Business & Educational Radio; or certified by the Society of Broadcast Engineers. Valid driver's license required. Must be able to obtain "Q" clearance.