



## **JOB OPPORTUNITY**

**POSTING DATE:** June 14, 2006  
**DEPARTMENT:** Repair  
**REPORTS TO:** Operations Manager  
**JOB TITLE:** Repair Supervisor (Test)  
**HOURS:** 1<sup>st</sup> Shift, Monday-Friday

**PURPOSE:** Supervises and coordinates activities of technicians engaged in testing and repairing printed circuit boards and systems, applying knowledge of electronic theory and circuitry, test procedures, and documentation.

### **RESPONSIBILITIES:**

- Review schedules, specifications and priorities to plan department work assignments; assign duties to technicians and oversee department activities; revise work assignments to meet schedules and contract priorities.
- Recommend measures to improve testing and repair methods, equipment performance, and quality of repair services, and suggest changes in working conditions and use of equipment to increase efficiency of departments to Operations Manager.
- Train technicians on work methods in areas such as test procedures and equipment operation, troubleshooting and repairing, and interpretation of specifications and documentation for technicians.
- Interpret schematic drawings, specifications, and work orders for technicians; assist technicians in resolving technical problems and advises the Operations Manager of complex repair and testing problems.
- Monitor test and repair activities, utilizing knowledge of test, repair, and quality standards to ensure conformance to documentation standards.
- Work with purchasing and inventory to requisition and maintain levels of supplies and materials such as PCB's, electronic components and parts, solder and flux, antistatic bags, schematic drawings and work orders needed for the departments.
- Request assistance from the Engineering Department as needed to resolve technical problems.
- Assist with procedures documentation and maintenance of quality system requirements.
- Ensure correct and accurate completion of paperwork by technicians, cleanliness, and orderliness of work area, and static prevention measures.
- Monitor the department's staffing and training needs; review work and appraise employee performance; recommend corrective action in employee matters, salary increases, reclassification requests and other employee related decisions to the Operations Manager.
- Substitute for absent technicians or assist workers to alleviate work overload situations.
- Comply with all applicable PDSi quality system requirements.

**QUALIFICATIONS:** Associates degree in electronics, computer science or related field required, Bachelor's degree preferred. Minimum two years experience in a supervisory role desired. Five years experience in an Electronics or computer-related field required.