

HEATH CONSULTANTS INCORPORATED JOB DESCRIPTIONS

JOB TITLE: Electronics Technician B/Repair office support
PAY GRADE: Hourly \$10 to \$17
REPORTS TO: Factory Service Manager

RESPONSIBILITIES:

1. Troubleshoot and repair Customer instruments, assemblies, and subassemblies.
2. Installation of instruments on vehicles.
3. Work to establish a ten-day turnaround for customer repairs.
4. Ship customer repairs daily and receive customer repairs daily
5. Process repairs and enter into system daily.
6. Call customers with estimates as well as answer incoming customer calls.
7. Assist in maintaining the inventory.
8. Follow safety rules and regulations and maintains a neat, clean and orderly work area.
Practice 5S
9. Perform other duties as requested by supervisor.

EDUCATION:

Degree in electronics technology.

EXPERIENCE:

1yr shipping experience for shipping via UPS, Customer service skills, MS Word, MS Excel a plus

ADDITIONAL REQUIREMENTS/SKILLS:

Work from schematics and verbal instructions.

Requires judgment and initiative.

Must be proficient with oscilloscopes, DMMs, capacitance meters, power supplies, frequency counter, flow indicators, etc.

Must be able to test, troubleshoot, repair and calibrate to manufacturers' standards any instrumentation or equipment manufactured or handled by the company.

Must be able to communicate well orally and in writing.

Must be computer literate.

This position will require travel assignments throughout the northeast.

Local assignments will be at our office in Wind Gap, PA.

Interested candidates should submit a resume and/or application to:

Heath Consultants, Inc
Attn: Michael Haney
1051 Garden Street
Greensburg, PA 15601
m.haney@heathus.com