



## Job Description

<b>I. Overall</b>			
<b>Job Title</b>	Lab Technician (Grade B)	<b>Department</b>	Quality, LAB
<b>Report to</b>	Test Lab Supervisor	<b>Location</b>	Lighting Test Lab
<b>Type of Position</b>			
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern

<b>II. Detail Description</b>	
<b>II-1. General Description</b>	
<p>1) Support the Testing Lab (including Photometric, Measurement, Environmental and Vibration Labs), which is responsible for completing all testing per FMVSS, SAE, and/or customer specifications for all new product launches, continuous conformance, and other reasons. This includes proficiency in equipment setup and specification evaluation.</p>	
<b>II-2. Key Roles and Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Follow all procedures and work instructions within the Measurement, Environmental, Photometry and/or Vibration Laboratory</li> <li>2. Complete product testing and confirmation based on work orders and periodic evaluation schedules               <ol style="list-style-type: none"> <li>a. Confirm testing requirements</li> <li>b. Receive parts</li> <li>c. Scheduling of tests and equipment</li> <li>d. Perform heat, vibration, and corrosion testing in accordance with required test specifications</li> <li>e. Collection of data / results from tests performed</li> <li>f. Issuing test paperwork (Photos, test packet updates, test report creation, etc.)</li> <li>g. Recording of test set-ups and results</li> <li>h. Creating product reference material</li> </ol> </li> <li>3. Maintain proper level of organization and cleanliness required (5S Program) for laboratory facilities and equipment</li> <li>4. Updating database, engineering communications, ADVP&amp;R, and test packets</li> <li>5. Troubleshooting equipment problems</li> <li>6. Understand a wide variety of government and customer test specifications (SAE, FMVSS 108, ECE, ASTM, JIS, GM, etc...)</li> <li>7. Identify test samples with test and tracking information and locate to designated area</li> <li>8. Writing technical lab reports</li> </ol>	
<b>II-3. Job Requirements</b>	
<b>II-3-1. Work Experience</b>	
<ol style="list-style-type: none"> <li>1) Prefer 2 years or more experience in reliability &amp; environmental testing for products &amp; components</li> <li>2) Up to 5 years of experience in Manufacturing / Quality or associates or better with (&gt;0~5) years of applicable experience</li> </ol>	
<b>II-3-2. Education</b>	
<ol style="list-style-type: none"> <li>1) High School Diploma</li> <li>2) Prefer minimum 2 years of college education or associates</li> </ol>	
<b>II-3-3. Knowledge Skills and Abilities</b>	
<ol style="list-style-type: none"> <li>1) Good computer knowledge (windows environment)</li> <li>2) Good mechanical and analytical skills</li> <li>3) Understand the importance of quality and have worked in a quality oriented environment with experience using sophisticated equipment.</li> <li>4) Able to interact effectively with peers, superiors and subordinates (communication, leadership)</li> <li>5) Ability to schedule tests and delegate activities among the technical staff</li> <li>6) Ability to perform test based on PTMS/CCT or work orders</li> <li>7) Strong ISO/ TS knowledge</li> <li>8) Test, measure and calibration equipment knowledge</li> <li>9) Read/ write English</li> <li>10) Able to work under time pressure</li> </ol>	



<b>III. Revision History and Signature on File</b>						
<b>Revision</b>	<b>Original</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
<b>Written By</b>	<b>R. Brucker</b>	<b>A. Umarov</b>				
<b>Date</b>	<b>7/22/2014</b>	<b>8/24/17</b>				
<b>Approved By</b>	<b>S. Crockett</b>	<b>M. Nations</b>				
<b>Date</b>	<b>7/22/2014</b>	<b>8/24/17</b>				