



Job Description

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

II. Detail Description	
II-1. General Description	
<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>	
II-2. Key Roles and Responsibilities	
<ol style="list-style-type: none"> 1. Follow all procedures and work instructions within the Measurement, Environmental, Photometry and/or Vibration Laboratory 2. Complete product testing and confirmation based on work orders and periodic evaluation schedules <ol style="list-style-type: none"> a. Confirm testing requirements b. Receive parts c. Scheduling of tests and equipment d. Perform heat, vibration, and corrosion testing in accordance with required test specifications e. Collection of data / results from tests performed f. Issuing test paperwork (Photos, test packet updates, test report creation, etc.) g. Recording of test set-ups and results h. Creating product reference material 3. Maintain proper level of organization and cleanliness required (5S Program) for laboratory facilities and equipment 4. Updating database, engineering communications, ADVP&R, and test packets 5. Troubleshooting equipment problems 6. Understand a wide variety of government and customer test specifications (SAE, FMVSS 108, ECE, ASTM, JIS, GM, etc...) 7. Identify test samples with test and tracking information and locate to designated area 8. Writing technical lab reports 	
II-3. Job Requirements	
II-3-1. Work Experience	
<ol style="list-style-type: none"> 1) Prefer 2 years or more experience in reliability & environmental testing for products & components 2) Up to 5 years of experience in Manufacturing / Quality or associates or better with (>0~5) years of applicable experience 	
II-3-2. Education	
<ol style="list-style-type: none"> 1) High School Diploma 2) Prefer minimum 2 years of college education or associates 	



II-3-3. Knowledge Skills and Abilities

- 1) Good computer knowledge (windows environment)
- 2) Good mechanical and analytical skills
- 3) Understand the importance of quality and have worked in a quality oriented environment with experience using sophisticated equipment.
- 4) Able to interact effectively with peers, superiors and subordinates (communication, leadership)
- 5) Ability to schedule tests and delegate activities among the technical staff
- 6) Ability to perform test based on PTMS/CCT or work orders
- 7) Strong ISO/ TS knowledge
- 8) Test, measure and calibration equipment knowledge
- 9) Read/ write English
- 10) Able to work under time pressure

III. Revision History and Signature on File

Revision	Original	1 st	2 nd	3 rd	4 th	5 th
Written By	R. Brucker	A. Umarov				
Date	7/22/2014	8/24/17				
Approved By	S. Crockett	M. Nations				
Date	7/22/2014	8/24/17				