

JOB DESCRIPTION

M Wave Design Corp.

Job Title: **RF/ Microwave Technician, Level I**

Date: **11/5/2018**

Department: **Production**

Exempt

Non-Exempt

Job Reports To: Production Lab Lead

General Job Summary and Purpose

Perform activities of production department to manufacture, and test electronic components, products, and systems by performing the following duties. Other duties may be assigned however this job has no supervisory responsibilities.

Job Task, Duties and Responsibilities

- With input from the lab lead technician and a responsible engineer the technician assembles, tunes, and tests new and existing products, provides input to improve production techniques, and develop test procedures.
- Records final test data per traveler (job router) instructions. Records and manages electronic data files.
- Documents processes and completes paperwork.
- Maintains training on critical processes and procedures.
- Maintains an organized workstation.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Specific duties and responsibilities may vary based upon departmental needs and projects.

MINIMUM QUALIFICATIONS

Education and Experience

- Formal schooling or practical knowledge of electronics, specifically RF/ microwave impedance matching (tuning) and testing.
- Familiarity with passive Microwave test procedures/ concepts/ equipment.
- Ability to set-up measure and record VSWR, R/L, Loss (Standard S parameter measurements).
- Computer file management (naming/ renaming and organizing test data files)
- Two+ years of related experience and/or training or
- Equivalent combination of education and experience.

Required Knowledge/Skills/Abilities/Key Competencies

- Ability to read, analyze, interpret, and communicate technical procedures and understands basic RF/ Microwave network analysis measurements.
- Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Follows instructions, responds to management direction and takes responsibility for own actions.
- Keeps commitments and commits to additional hours of work when necessary to reach goals