



POSITION DESCRIPTION

Revision Date: 09 / 15 / 2014

Position Title: Research & Development (R&D) Technician

Reports To: Director of R&D

Position Summary:

The R&D Technician carries out tasks, experiments, and collects data under the guidance of the Director of R&D, with additional guiding support from the Calibration Laboratory Research Scientist and R&D Engineer. The R&D Technician and provides production support by way of test fixture development, implementation, and maintenance for the Sensors, LNG, Engineering, and Aerospace departments.

Position Details:

| Key Accountabilities | Indicators of Effectiveness (How do we measure this?) | Rate Self | Rate Mgr. |
|---|---|-----------|-----------|
| <ul style="list-style-type: none"> Calibrate sensors on liquid helium cryostat | <ul style="list-style-type: none"> Track number of calibrations and sensors assigned to orders from the calibrations | | |
| <ul style="list-style-type: none"> Build test fixtures for Sensors Department | <ul style="list-style-type: none"> Observe sensor testing in process Observe throughput of sensors tested | | |
| <ul style="list-style-type: none"> Support development and execution of R&D experiments for both in-house and customer-initiated projects | <ul style="list-style-type: none"> Manager's review of projects completed and tasks in progress | | |
| <ul style="list-style-type: none"> Carry out Sensors inventory and shipping management procedures (packaging, boxes, labels, datasheets, etc.) | <ul style="list-style-type: none"> Review completed scanned shipping documents to ensure consistency | | |
| <ul style="list-style-type: none"> Assist Sensors Department with prescreening and repeatability testing | <ul style="list-style-type: none"> Track sensor quantities and compare against job fulfillments | | |

Necessary Skills and Attributes:

| Skills and Attributes | Details | Rate Self | Rate Mgr. |
|---|---|-----------|-----------|
| <ul style="list-style-type: none"> Conduct yourself in a professional manner. | <ul style="list-style-type: none"> As a representative and representative of the company I will commit to taking responsibility for my position and accountabilities | | |
| <ul style="list-style-type: none"> Integrity and excellence. | <ul style="list-style-type: none"> I always speak the truth. I only make agreements with others that I am willing and intend to keep. I always deliver products and services of exceptional quality that add value to the company. | | |
| <ul style="list-style-type: none"> Good communication skills required. | <ul style="list-style-type: none"> I will relate positively and with good purpose to my team members, customers, suppliers and others I come in contact with through the company. | | |
| <ul style="list-style-type: none"> Team work. | <ul style="list-style-type: none"> I am a team player and leader. I focus on co-operation, achieving team goals, ask for help when I need it and helpful to others who ask it of me. | | |
| <ul style="list-style-type: none"> Efficient and organized. | <ul style="list-style-type: none"> I am neat, clean and consistent in my work and actions. | | |
| <ul style="list-style-type: none"> <i>Associates degree or equivalent.</i> <i>Three to five years of experience in a similar position is desired.</i> | <ul style="list-style-type: none"> <i>Willing to continue education when additional training is warranted or desired.</i> | | |

Key Relationships:

Within Your Company:

All departments

External to Your Company:

N/A

Signatures:

Employee Name

Signature

____ / ____ / ____
Date

Supervisors Name

Position Title

Signature

____ / ____ / ____
Date