



## Outline Employment Specification

October 2022

**Job title: Engineering Technician**

### **Precise Time and Frequency, LLC**

Precise Time and Frequency, LLC (ptf) designs, manufactures, and sells very high-performance frequency and time instruments. The company's products are installed both in the USA and around the world into applications as diverse as satellite communications, electrical power generation, metrology, radio and TV broadcasting, and many others.

### **Position Overview**

The Engineering Technician is responsible for testing the products according to company procedures, documenting results, and undertaking fault finding and repair as necessary. In addition, the Engineering Technician will provide customer support, and repair and retest equipment returned for repair. From time to time, other duties may be required such as preparing instrument chassis for assembly, including some light metalwork.

### **Essential Duties and Responsibilities:**

Test the company's products according to written procedures to insure compliance with specifications  
Fault find and repair both new and returned equipment as necessary  
For returned equipment record activity and complete failure reports to be sent to the customers  
Provide technical support for company Representatives, Distributors, and Customers.  
Assist with hardware/software development of new products as required  
Document activities to insure best practices are recognized and employed  
Learn and maintain knowledge of ptf product line in order to be able to provide support  
Keep abreast of the latest industry developments as appropriate  
Light mechanical and metal work tasks.

### **Knowledge, Skills, and Abilities:**

- Able to read circuit diagrams/schematics
- Able to operate test equipment such as oscilloscopes, spectrum analyzers, counter/timers etc.
- Solid grasp of components types, values and handling procedures
- Computer use proficiency (MS Word, Excel, PowerPoint, Outlook, etc.)
- Experience of fault finding in electronic assemblies
- Basic mechanical skills (drilling, filing, etc.)
- Ability to manage multiple priorities
- Good communication skills
- Experience in writing software for embedded applications (e.g. C, C+ etc.) a distinct advantage
- Re-work ability such as resoldering etc. considered a strong bonus

### **Minimum Requirements:**

Education: Bachelor's degree in Electronic/Electrical Engineering, or a related technical field.  
Applicable experience may be substituted for education requirements.

### **Experience:**

Three or more years of proven technical experience.  
Experience in time and frequency applications, communications, metrology, or other related field is a plus.