



Job Description

Electronics Technician

1. DRAFT JOB DESCRIPTION

ROLE

To be responsible for: production and servicing of electronics systems in dragonmobility powerchairs.

REPORTS to Production Engineer

DUTIES

1. To be responsible for production of electronics system, this will involve:
 1. Liaison with in-house Design Engineers
 2. Liaison with sub-contractors
 3. Quality Control
 4. Testing
 5. Assembly
 6. Mechanical fitting to the machine
2. To be responsible for servicing of electronics systems, this will involve:
 1. Liaising with customers
 2. Liaising with in-house Design Engineers
 3. Fault finding and repair
 4. Recording of the repairs done
3. To provide technical support to sales and customer service staff.
4. To manage and prioritise electronics workshop tasks and time and alert management of the need for additional resources if necessary.
5. To contribute to the development of assembly, test and quality control procedures, liaising with engineering staff. To document and follow these procedures.
6. To liaise with colleagues regarding the sourcing of components, offering technical information and expertise as required.
7. To perform any other reasonable task within the remit of the above role as requested by the Production Engineer.

2. PERSON SPECIFICATION

This is a role for a person who has some experience of analogue electronics and enjoys working on a variety of tasks.

Although able to work independently, he/she will have experience of teamworking and will have learnt to recognise and respect other people's expertise and viewpoint.

He/she will benefit from training in specific aspects of in-house designs, as well as any general training that will be deemed appropriate.

3. TERMS AND CONDITIONS

A salary will be paid monthly in arrears commensurate with qualifications and experience. All company salaries are subject to annual review, with changes implemented from April each year.

Working hours will be flexible, at least 37.5 hours per week with core hours of 10am to 4pm. Time off will be negotiable in lieu of extra hours worked, in consultation with the Production Engineer. Annual leave consists of 22 days per annum plus all UK bank holidays.

Pension benefits are under consideration and options will be explained in due course. Regular appraisals will be held to check progress and set goals and targets. The postholder will be subject to the company's disciplinary policy and other conditions of service.