



## Job Description Form

Division/Department:	Engineering
Location:	Boalsburg, PA
Job Title:	Printed Circuit Board Layout Technician
Reports to:	Exec. VP of Engineering

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40 / week typical <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt Working hours are typically 8AM-5PM Monday through Friday. Overtime may be required from time to time.
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### General Description

- Computer Aided PCB Design & Drafting support for Engineering Group.
- Produce fully detailed Electrical Circuit Schematics, Printed Circuit Board drawings and assembly drawings using CAD systems.
- Create Bills of Materials for products.
- Take responsibility for allocated sections of the Change Request process.
- Provide CAD support to engineering, manufacturing marketing and sales.
- Provide documentation support using CAD systems, and product structure documentation support.
- Understand and maintain relevant procedures and work instructions.

### Work Experience Requirements

- 5+ years relevant experience
- Electronics background
- Experience in using PADs or Pcad CAD packages
- Experience and competence with Autocad or Autocad LT
- Experience in PCB layout for Analog and Digital circuits.
- Experience in PCB layout for RF and Microwave circuits
- Experience in design and drafting for manufacture
- Knowledge of International Standards such as the IPC Standards for Printed Wiring Board Manufacture
- Knowledge of techniques for EMC/EMI design
- Experience in CAD support for electronic instruments

### GENERAL REQUIREMENTS

- Ensure tasks undertaken are consistent with safe working practices and adhere to the requirements of the Locus Microwave/Codan OHS&W System.
- Contribute to a collaborative team and work environment to achieve high performance, ongoing learning and improvement.
- Ensure business processes and tasks undertaken are consistent with the company's systems and procedures.
- Must be a US citizen or lawful permanent resident as defined by ITAR regulations.

### Education Requirements

- Two year technical degree
- CAD certificate or equivalent

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***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.