

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Job Title: Technology Center Technician

Department: Technology

Reports To (Position): Director of Technology

Supervises (Positions): None

Status: Non-Exempt

Part II – Job Responsibilities

Essential Duties

1. Set up and operate experimental equipment and perform experiments as requested.
2. Assist with preventative maintenance & equipment repairs as needed.
3. Perform necessary post-testing clean-up activities as well as general housekeeping activities throughout the facility.
4. Maintain appropriate safety protocols/procedures for Technology Center.
5. Keep abreast of all appropriate MSDS and other relevant safety information.
6. Assist in cost control by minimizing expenses and maintaining work efficiencies.
7. Keep meticulous and regular records in an organized manner.
8. Communicate frequently and effectively with other Technicians, Engineers, Managers, Salespersons and Customers.

Part III – Knowledge, Skills, Education

1. Demonstrated related job skills from an industrial facility
2. A.A.S. degree in Engineering Technology or related field desired
3. Machine shop, automobile repair, welding/fabricating or similar experience
4. Mechanical knowledge of equipment, machines, components.
5. Good interpersonal skills
6. Computer literacy with word processing and spreadsheets

The following skills/experience are considered a plus

1. High temperature furnace operation experience
2. Analytical laboratory training/experience
3. Health/Safety/Environmental experience

Part IV- Work Environment

Industrial lab

Typically 1st shift, but employee must be able to work off shifts to support technical activities

Part V - Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to talk, hear, stoop, kneel, crouch or crawl, and climb or balance. The employee is frequently required to stand, walk, use hands and reach with hands and arms. The employee is occasionally required to sit.