

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Quality Control Technician I - Cable Operations

JOB CODE : 051235

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent assists department personnel in performing laboratory and field tests on event-related scientific and diagnostic cables.

DIMENSIONS

The incumbent reports to a Senior Quality Control Technician or Cable Inspection Supervisor.

NATURE AND SCOPE

1. Operates various electronic equipment to perform electrical tests on coaxial and multiconductor cables and their connectors for quality and integrity of the cable assemblies;
2. Inspects cables and connector installations for quality and proper installation; performs pull tests on certain connector types;
3. Compiles records of cables pulled and connectors installed and tests data such as rejects and acceptance;
4. Enters inspection documentation records and test data into computer and files information for accountability and traceability;
5. Performs engineering calculations and performance data evaluations, assists in preparation of technical reports, and completes other administrative documentation;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
--

1. Frequent standing/walking in field or occasionally in laboratory on all types of surfaces, uneven terrain, in towers or tunnels, or on rubber mats, depending on assigned area up to one to two miles per shift;
2. Occasional sitting while driving vehicle between work areas or performing administrative duties;
3. Occasional lifting/carrying up to 40 pounds of testing equipment and tools, carrying up to 50 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds;
5. Frequent climbing stairs, spiral staircases in towers, and ladders up to 30 to 50 feet above ground; elevators are sometimes available;
6. Frequent bending/twisting at waist/knees/neck while inspecting cables in shop or field;

Quality Control Technician I - Cable Operations

7. Occasional kneeling/crouching or working in awkward positions while inspecting equipment in tunnels;
8. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, using tools, etc.; overhead reaching required;
9. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech abilities in communicating with all levels of people, customers, coworkers, and supervisors, and in giving and receiving instructions, etc.

Mental

1. Constant mental alertness, close attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; handle questions; etc.;
3. Must possess excellent mathematical skills including geometry, trigonometry, and advanced algebra;
4. Must be able to work independently, make decisions, and prioritize;
5. Must possess good problem-solving skills, integrity, and ability to apply knowledge and experience to determine best course of action;
6. Must be able to deal with pressures of deadlines, multiple tasks, handling emergencies, and working in hazardous conditions;
7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a laboratory setting, office, or outdoor testing stations, both above and underground, exposed to all types of weather; construction sites, tunnels, and towers.

Tools & Equipment Used: All types of electrical and electronic testing and calibration equipment, flashlight, step van, telephone, and safety equipment including respirator/air safety pack, safety glasses, hard hat, safety shoes, and seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus two years of technical courses in an electrical, electronic, or engineering field which may include an Associate's Degree, trade school, or college.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Must be able to obtain "Q" clearance. May be given photo permit. Basic computer skills including FoxPro and Professional Write or other word processing software desirable.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Quality Control Technician I - Physical Standards & Calibration Laboratory

JOB CODE : 051235

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent assists department personnel in performing calibration laboratory tests on a variety of measuring and testing equipment.

DIMENSIONS

The incumbent reports to a Senior Quality Control Technician or equivalent level supervision.

NATURE AND SCOPE

1. Sets up, operates, maintains, and calibrates electrical, electronic, mechanical, and physical Measuring & Testing Equipment (M&TE);
2. Performs basic calibration, repair, adjustments, and reliability tests on M&TE and associated calibration standards;
3. Provides technical assistance to both customers and fellow employees regarding calibration method, data evaluation, mathematical calculations, and use/application of measuring instrumentation;
4. Enters records and test data into computer and files information for accountability and traceability;
5. Performs engineering calculations and performance data evaluations; prepares technical reports and other associated administrative documentation;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking in laboratory for short distances;
2. Occasional sitting while working at computer or completing paperwork;
3. Frequent lifting/carrying up to 30 pounds of equipment and tools; occasionally up to 50 pounds while lifting items from floor to bench carrying up to 15 feet;
4. Occasional pushing/pulling requiring force up to 20 to 30 pounds while operating various testing equipment;
5. Occasional bending/twisting at waist/knees/neck throughout work shift while performing tasks;
6. Occasional kneeling/crouching while working at floor level or retrieving equipment from floor;

Quality Control Technician I - Physical Standards & Calibration Laboratory

7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, using tools, etc.; some overhead reaching required;
8. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye coordination, and visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech abilities in communicating with coworkers/supervisors, giving and receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess good oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; handle questions; etc.;
3. Must possess good mathematical skills including trigonometry and advanced algebra;
4. Must be able to work independently, make decisions, and prioritize;
5. Must possess good problem-solving skills and ability to apply knowledge and experience to determine best course of action;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess good interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in laboratory setting or occasionally outdoors exposed to all types of weather, construction sites, and driving conditions.

Tools & Equipment Used: All types of testing and calibration equipment, general office equipment, computer, motor vehicle, telephone, and safety equipment including safety glasses, hard hat, safety shoes, and seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus two years of technical courses in an engineering field which may include an Associate's Degree, trade school, or college.

OTHER SPECIAL QUALIFICATIONS

Must possess entry level knowledge of industry and quality program accepted calibration methods, procedures, documentation, mechanical, electric, and electronic groups, and maintenance of instrument standards used for calibration. Valid driver's license; ability to obtain "Q" clearance may be required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Quality Control Technician I - Welding Operations Support Facility

JOB CODE : 051235

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent assists department personnel in developing, implementing, and maintaining the Company's welding program at the Nevada Test Site (NTS); may instruct others in the proper method of filling out and completing inspection forms and performing various inspections as required; may support user agencies in coordinating the construction-related activities at NTS.

DIMENSIONS

The incumbent reports to a Senior Quality Control Technician or a Senior Engineer.

NATURE AND SCOPE

1. Interprets results of weld tests;
2. Assists Welding Operations Support Facility personnel in developing, implementing, and maintaining welding requirements, handling questions and communicating requirements for field personnel; compares revisions in volunteer welding codes to REECo Welding Manual requirements; evaluates if all code requirements are fully addressed;
3. Assists in performing quality assurance surveillance audits of Company field welding activities, reviews field welding operations as they progress, and determines of welding program compliance by user departments;
4. Develops expertise in technical portions of RWM by researching incoming questions thoroughly;
5. Enters records and test data into computer and files information for accountability and traceability; assists WOSF personnel in integrating personal computers into daily activities; provides computer expertise in solving specific PC problems;
6. Performs engineering calculations and performance data evaluations; prepares technical reports and other associated administrative documentation;
7. Performs special projects such as researching welding problems, compiling information, formatting computer, developing spreadsheets, etc., as directed;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking in field or laboratory on all types of surfaces, uneven terrain, or rubber mats, depending on assigned area;
2. Frequent sitting while driving vehicle between work areas, working at computer, or completing paperwork;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Quality Control Technician I - Welding Operations Support Facility

3. Occasional lifting/carrying up to 25 pounds of equipment and tools; sometimes up to 50-pound rolls of wire, carrying up to 50 feet;
4. Occasional pushing/pulling requiring force up to ten pounds while opening doors or moving equipment;
5. Rarely climbs stairs or ladders;
6. Frequent bending/twisting at waist/knees/neck while inspecting/testing welds;
7. Frequent kneeling, crouching or working in awkward positions while inspecting;
8. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, using tools, etc.; overhead reaching required;
9. Constant use of sight/hearing ability in inspecting, performing tests, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye coordination, and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech abilities in communicating with all levels of people and giving and receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, blueprints, manuals, regulations, and procedures; handle questions; etc.;
3. Must possess excellent mathematical skills;
4. Must be able to work independently, make decisions, and prioritize;
5. Must possess/be able to apply established procedures; possess good problem-solving skills; and have ability to apply knowledge and experience to determine best course of action;
6. Must be able to deal with pressures of time constraints and working around hazardous conditions;
7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;
8. Must be able to direct activities of assigned personnel in a positive and effective manner if required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 50 percent indoors in laboratory or climate-controlled office setting and 50 percent out in the field exposed to all types of weather, construction sites, etc.

Tools & Equipment Used: All types of measuring and testing equipment, welding equipment, motor vehicle, computer, and telephone; safety equipment including safety glasses, welder's helmet, hard hat, safety shoes, and seat belts when appropriate.

Quality Control Technician I - Welding Operations Support Facility

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus two years of technical courses in welding technology or a related engineering field which may include an Associate's Degree, trade school, or college.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Ability to obtain "Q" clearance highly desirable. Basic computer skills including FoxPro and WordPerfect 5.1 or other word processing software experience desirable.