

**Job Description**  
**Electro-Mechanical Technician III**

**Full-Time – Hourly / Non-Exempt**  
**Location – Swanzey, NH**

**Job Summary**

This position reports to the Assembly Manager and is principally responsible for the assembly, testing and troubleshooting of ultra-precision machines and other Nanotechnology products. As required, this position will be expected to occasionally support field service. Duties may include telephone support and/or an occasional field trip. We are a dynamic Company; the responsibilities and functions of the position will be adjusted as we continue to grow. Assembly staff are responsible for supplying their own personal tool box and basic hand tools (sockets, wrenches, screwdrivers, etc.).

**Core Responsibilities / Duties**

- All forms of electro-mechanical assembly, integration, testing and diagnostic troubleshooting on a wide variety of complex precision sub-assemblies.
- Implement and identify needs for improvement by conveying needs senior personnel, so that quality of products is maintained.
- Performs regular test and inspection procedures to ensure that the products are completed in accordance with the specifications and the high level of quality required.
- Operates various machines and test equipment (Digital O-scope, Auto-Collimator, Interferometer, DVM, Chart Recorder, Frequency Analyzer, etc.) as required in performing assembly/diagnostic tasks.
- Final geometry testing of machines, customer acceptance testing with or without the customer in house, and test part machining.
- Efficiently complete assigned tasks with little or no supervision
- Pro-actively interface, as a team player, with all departments required to assure the quality and timely delivery of our products.
- Adheres to and meet strict production schedules through personal time management and advanced planning of necessary parts availability.
- Overtime hours (beyond the standard 40 hours per week) may be required and include weekends.
- Trains fellow employees.
- Performs other duties as assigned by management.

**Education and Experience**

- High school diploma or equivalent.
- General machine tool assembly and operation experience.
- Minimum 3 to 7 years of experience in related industry.

## Competencies

- Electro-mechanical skills.
- Focus on quality; attention to detail.
- Troubleshooting skills.
- Team player.
- Time management / planning.
- Developing others through training.
- Ability to communicate with others.

Must hold a valid US Passport or be able to obtain one.