



NORBAR TORQUE TOOLS LTD

J O B D E S C R I P T I O N

JOB TITLE: ELECTRONIC TECHNICIAN
RESPONSIBLE TO: PROCESS MANAGER
PURPOSE OF THE JOB: To calibrate and repair all types of electronic equipment/
instrumentation and company products

KEY TASKS:

1. Calibration of electronic products including:
 - Initial calibration
 - Re-calibration
 - Quotations
 - Repairs/rectifications
2. To carry out UKAS accredited calibrations.
3. To carry out non UKAS accredited calibrations in accordance with Norbar requirements.
4. To receive, interpret and carry out the requests of customers (external and internal) with regard to calibrations.
5. Liaise with customers to give technical support.
6. Liaise with other departments on the design and build of adaptors and test apparatus to aid customer's calibration (internal and external).
7. To maintain standard operation sheets (work instructions).
8. Assist with the training of employees and apprentices.
9. To participate in cross-functional project teams.
10. To assist in production and any other duties and projects as required.