

JOB DESCRIPTION

Job Title: Lab Tech -**Microsectionist**
Department: **Quality**
Reports To: **Quality Lab Lead/ Manager**
Prepared By:
Prepared Date: **4/13/08**

1.0 SUMMARY

The Microsectionist's responsibility is to provide support to Quality by preparing and evaluating microsections.

2.0 PRIMARY DUTIES AND RESPONSIBILITIES:

1. Manual preparation of in-process and final cross sections.
2. Automatic grinding machine preparation of cross sections.
3. Perform thermal stress and solderability tests on Microsection coupons.
4. Maintaining traceability of cross section to product lot and panel source.
5. Proper setup, use, cleaning, and shutdown of Microsection equipment.
6. Evaluation of cross sections to the IPC/customer requirements for in-process quality.
7. Evaluation of cross sections to the IPC/customer requirements for final quality.
8. Report generation of Microsection analysis.
9. Maintenance of archived Microsection reports-hard copies and electronic copies.
10. Maintenance of archived Microsections.
11. Control of lot status, including segregation of passed, failed, and inspected product.
12. Maintaining and updating Microsection Log.
13. Communication with appropriate personnel for product disposition.
14. Microsection inventory control.
15. Prioritize Microsection workload accordingly.
16. Failure analysis of product as needed.

3.0 SUPERVISORY RESPONSIBILITIES

None required

4.0 QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

4.1 EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

4.2 LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

4.3 MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

4.4 REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
Ability to deal with problems involving several concrete variables in standardized situations.

4.5 PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. Must have very good concentration, must be able remain focused with minor interruptions.

4.6 WORK ENVIRONMENT

The work environment is typical of manufacturing operations. This facility contains chemicals that are known by the State of California to contain harmful or cancer causing agents. This facility contains high voltage equipment.