

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Quality Control Technician II - Cable Operations

JOB CODE : 051315

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs laboratory, shop, and field tests; inspection; and documentation of event-related scientific and diagnostic cables. Instructs assigned technicians in the proper method of filling out and completing inspection forms and performs various inspections as required.

DIMENSIONS

The incumbent reports to a Senior Quality Control Technician or Cable Inspection Supervisor and may act in a lead capacity for craft employees and Quality Control Technician Is.

NATURE AND SCOPE

1. Performs electrical tests of event-related scientific cables; operates various electronic equipment to perform electrical tests on coaxial and multiconductor cables and their connectors for quality and integrity of the cable assemblies; inspects cables and connector installations for quality and proper installation; performs pull tests on certain connector types;
2. Conducts electrical testing including time domain reflectometer and high potential voltage testing of coaxial cables, continuity, and megger tests of multiconductor and twinex coaxial cables; verifies, cuts, and determines electrical length of coaxial cables;
3. Interprets connector, splice, and gas block installation drawings; identifies deviations from procedures; identifies drawing errors and initiates corrective action; assures required equipment is available for testing and inspection and is in serviceable condition and calibrated;
4. Compiles records of cables pulled and connectors installed; tests data such as rejects and acceptance;
5. Coordinates cable tests and inspections with production supervision, electrical supervision, and applicable laboratory;
6. Enters records and test data into computer and files information for accountability and traceability; performs engineering calculations and performance data evaluations; provides Cable Operations with a monthly production and discrepancy report; provides other test and production reports as required;
7. Conducts final review and verification of event testing and inspection records;
8. Identifies training requirements, makes recommendations to supervision, and provides on-the-job training and technical assistance to assigned personnel;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

Quality Control Technician II - Cable Operations

ESSENTIAL JOB FUNCTIONS

<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>

Physical

1. Frequent standing/walking in field or occasionally in laboratory on all types of surfaces, uneven terrain, in towers or tunnels, and on rubber mats, depending on assigned area for 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;
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;
8. Must possess good leadership/training skills in order to provide education and assistance to assigned personnel in an effective and positive manner.

Quality Control Technician II - Cable Operations

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 and at least two years of electrical and/or electronic inspection experience and satisfactory completion of on-the-job training.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Must be able to obtain "Q" clearance. May be issued a 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 II - Physical Standard & Calibration Laboratory

JOB CODE : 051315

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs calibration laboratory tests on a variety of complex measuring/testing equipment.

DIMENSIONS

The incumbent reports to a Senior Quality Control Technician or equivalent level supervision and may act in a lead capacity for craft employees and Quality Control Technician Is.

NATURE AND SCOPE

1. Sets up, operates, maintains, and calibrates electrical, electronic, mechanical, and physical Measuring & Testing Equipment;
2. Performs basic calibration, repair, adjustments, and reliability tests on MNTE and associated calibration standards;
3. Performs various calibrations and tests in the field;
4. Provides technical assistance and training to both customers and fellow employees regarding calibration method, data evaluation, mathematical calculations, and use and application of measuring instrumentation;
5. May assist in supervision of assigned area and personnel in supervisor's absence;
6. Enters records and test data into computer and files information for accountability and traceability;
7. Performs engineering calculations and performance data evaluations; prepares technical reports and other associated administrative documentation;
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

<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 or occasionally in field for short distances;
2. Occasional sitting while working at computer or completing paperwork or driving;
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;

Quality Control Technician II - Physical Standard & Calibration Laboratory

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;
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 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 hazardous conditions;
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 mostly performed indoors in laboratory setting and 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 and at least two years of electrical, mechanical, and/or electronic inspection, calibration, or general construction experience.

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 II - Welding Operations Support Facility

JOB CODE : 051315

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs laboratory tests, instructs employees, and performs various inspections in maintaining the Company welding program at the Nevada Tests Site (NTS); 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 and may act in a lead capacity for craft employees and Quality Control Technician Is.

NATURE AND SCOPE

1. Monitors radiographic operations to ensure compliance with Company quality assurance internal safety procedures;
2. Evaluates radiographic results of Performance Qualification Testing (PQT) and PQT radiographs including film quality, weld quality, and completeness of nondestructive examination (NDE) reports in accordance with NDE procedure requirements; identifies potentially unsafe conditions; and takes action to eliminate or reduce them;
3. Reviews Company field welding operations as they progress; evaluates special process operations against requirements; documents results of operations in accordance with quality assurance surveillance procedure requirements;
4. Provides welder training as requested by user departments; assists various departments in evaluating their welding program requirements and correcting specific problems which have cause a welder to fail a PQT;
5. Assists Welding Operations Support Facility personnel in completing shop work orders as required to support PQTs, Welding Procedure Specification qualification, and coordination of activities with machine shop and physical testing laboratory;
6. Assists in developing, implementing, and maintaining welding requirements and handling questions and communicating requirements for field personnel; ensures that radiographic operators are properly certified;
7. Performs quality assurance surveillance audits of Company field welding activities, reviews field welding operations as they progress, and determines welding program compliance by user departments;
8. Enters records and test data into computer and files information for accountability and traceability; assures that all logs and reports are completed by assigned personnel accurately and according to procedures; reviews logs on weekly basis;
9. Performs engineering calculations and performance data evaluations; prepares technical reports, and other associated administrative documentation;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

Quality Control Technician II - Welding Operations Support Facility

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<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>

Physical

1. Frequent standing/walking in field or laboratory on all types of surfaces, uneven terrain, and rubber mats, depending on assigned area;
2. Frequent sitting while driving vehicle between work areas, working at computer, or completing paperwork;
3. Occasional lifting/carrying up to 25 pounds of equipment and tools; sometimes up to 50-pound rolls of wire, carrying distances up to 50 feet;
4. Occasional pushing/pulling requiring force up to ten pounds while opening doors or drawers or moving equipment;
5. Rarely climbs stairs and ladders to reach some areas;
6. Frequent bending/twisting at waist/knees/neck while inspecting welds;
7. Occasional kneeling, crouching, or working in awkward positions while inspecting;
8. Constant use of both hands/arms in reaching/handling/grasping while inspecting/testing welds, operating equipment, driving, or using tools or computer, etc.; overhead reaching required;
9. Constant use of sight/hearing ability in inspecting/testing 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 instructing others and communicating with all levels of people.

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 interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;
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, multiple tasks, handling emergencies, and hazardous conditions;
7. Must possess excellent leadership/training skills in order to provide education and guidance to all levels of personnel throughout the Company in a positive and effective manner;
8. Must possess excellent mathematical skills.

Quality Control Technician II - Welding Operations Support Facility

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.

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 and at least two years of electrical or electronic inspection experience.

OTHER SPECIAL QUALIFICATIONS

Valid Nevada 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 desirable.