

Job Description

Job Title: Lab Engineer

Department: Lab

Reports to: Lab Manager

Classification: Exempt/FT

Role:

The Lab Engineer is responsible for performing a wide range of technical functions in support of ARRL publications, membership services and spectrum defense objectives. This includes, but is not limited to, Product Review testing, and serving as a technical liaison between the ARRL Lab and other departments, organizations, and the amateur radio industry. The position requires providing technical information to members through personal contact and development of information for the ARRL web page.

Major Duties & Responsibilities:

- Perform Product Review electronic testing on a wide variety of equipment, develop and/or modify test procedures, with manufacturers, electronic testing of donated equipment.
- Write technical articles and reports, as assigned, in support of ARRL objectives.
- Coordinate and interface with other departments on the technical aspects of publications and articles and perform competent technical review of material published in or being considered for publications. When requested, attend editorial meetings, and communicate with editors and authors on matters related to the technical aspect of ARRL content. Provide technical membership support and maintain technical membership contacts.
- Participate in the administration of the ARRL Laboratory activities and facilities.
- Other duties assigned as needed.

Accountability:

- The Lab Engineer reports directly to the ARRL Laboratory Manager

Education and Experience

- A bachelor's degree in a radio or electronics technical discipline, or equivalent professional experience
- General Class or higher Amateur Radio license upon hire, Amateur Extra license required within 1 year of hire date.

Knowledge, Skills, and Abilities:

- Broad experience and familiarity with the Amateur Radio practice and applications of electronics and radio technology
- Broad familiarity with Amateur Radio operating techniques
- General familiarity with modern amateur radio equipment

- Ability to perform engineering-level testing.
- Ability to initiate and manage projects related to ARRL technical objectives, including timelines, and expected metrics of performance and completion.
- Ability to write and update well-organized reports on project progress, including metrics.
- Ability to perform peer-review of articles, chapters, and books, as assigned.

Interpersonal Skills

- Work normally involves contact with technical and non-technical people inside and outside of the organization. Outside contacts take the form of vendors, consultants, and volunteers.

Physical requirements:

- Ability to sit or stand at a desk workstation for extended periods.
- Ability to use hand tools and test equipment.
- Ability to lift to 70 pounds.

Supervision required:

- This position requires some supervision, but it is expected that the employee can be given general assignments and will develop specific work solutions and plans from those assignments. The supervision required is essentially that of planning overall objectives and workload and to fine tune the solutions and plans developed by the employee.

Working conditions and environment:

- Office
- Electronic workbenches
- Electronic laboratory facility
- Office or meeting facilities at other organizations for professional travel to meetings or conventions
- Outdoor environments for possible field testing of antennas, or for radio noise

Tools and equipment used:

- Electronic workbench, hand tools, power tools and electronic test equipment.
- Travel by common-carrier transportation or to ARRL Conventions, industry meetings or technical symposia, etc.

Safety requirements:

- Normal office safety practices

- Technical and physical ability to work with electronic circuits and voltages safely.
- Technical and physical ability to work with soldering equipment and hand tools safely.
- Technical and physical ability to work with small power equipment safely by using safe operating procedures and by using and operating supplied safety features.
- Safety goggles, laboratory coat, tower-climbing belt and hard hat are available and used by the employee.
- Technical and physical ability to work with slightly toxic and caustic chemicals by following safety instructions provided by the chemical manufacturers.
- Ventilation of work area occasionally required and operated by employee.

Personal Appearance:

- Work environment is Lab/shop/office. Dress code is business casual with special attention to safety. No loose-fitting garments or jewelry that could get caught in machinery or equipment. Personal safety equipment will be provided when required.