

## **Job Description**

**Job Title:** Lab Test Engineer

**Dept:** Lab

**Report to:** Lab Manager

**Job Category:** Full-time

**Classification:** Exempt

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### **Summary of Position**

If you have experience with test equipment and are familiar with modern amateur radio gear, this may be the idea position for you!

The Lab Test 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 and Responsibilities**

- Perform electronic testing on a wide variety of equipment, develop and/or modify test procedures, with manufacturers, as assigned in support of established objectives.
- Perform electronic design, research, and development, as assigned, in support of ARRL initiatives.
- Develop, document, and maintain test procedures that will be used by ARRL test equipment.
- Perform competent technical review of material published in or being considered for ARRL content venues such as publications, periodicals, and website pages.
- 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.
- Work with others to plan and produce the content for ARRL videos and about products being tested for the QST Product Review column and other technical content.
- Act as an interface to external companies and organizations on matters involving equipment testing and testing performed for the ARRL Product Review Process.
- Write technical articles and reports, as assigned, in support of ARRL initiatives and objectives.
- Participate in the administration of the ARRL Lab activities and facilities, including lab volunteers.

## **Expectations**

- Contributes to creating positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.
- Effectively schedule and test amateur equipment.
- Effectively evaluate the technical suitability of the electronic test procedures.
- Ability to produce accurate and timely written technical articles and material.
- Efficiently evaluate the appropriateness of technical comments regarding ARRL publication materials.
- The quantity, quality, and efficiency of technical membership contact.
- Ensure compliance to all safety protocols.
- Exhibit the ability to effectively manager one's own time and meet deadlines.

## **Knowledge and Skills**

**Experience:** Two or more years of similar or related experience.

**Education:** Bachelor's degree in Electrical Engineering or equivalent experience. An Amateur Radio license.

**Interpersonal Skills:** Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication. Must have the ability to interface effectively at all levels.

## **Other Skills:**

- Must have the ability to perform engineering level testing.
- In-depth familiarity with test equipment and testing procedures specific to transmitters, receivers, antennas, and other testing.
- Broad familiarity with the Amateur Radio applications of electronics and radio technology, including but not limited to: SDR, DMR, D-Star, C4FM, and Mesh Networking.
- Ability to perform a wide range of technical tasks and concentrate on those tasks for an indefinite period.
- Excellent writing abilities with an excellent comprehension of written and verbal instructions and technical materials.
- Ability to write clear and concise technical articles, and to edit and evaluate technical articles written by others.
- Self-starter with good time management skills and the ability to meet deadlines.
- Knowledge of video production techniques preferred.

**Physical Requirements:** The ability to sit or stand at a desk or workstation for extended periods of time and use hand tools and test equipment. Must also be able to lift 70 pounds.

**Work Environment:** Office environment with electronic workbenches and laboratory facility which includes:

- Electronic circuits and voltages.
- Usage of hand tools, soldering equipment, small power equipment, and slightly toxic and caustic chemicals.
- Strict adherence to established and appropriate safety protocols.

To apply please submit your resume & cover letter to Human Resources at [HR@arri.org](mailto:HR@arri.org)