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# Example of Ops Technician Job Description

Our growing company is looking for an ops technician. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for ops technician

* Keep supervisor informed on status of all projects and significant findings and results in critical areas
* Attend required training classes and participates in on-the-job training to ensure training compliance
* Ensure work areas (labs, warehouse, satellite areas) are properly maintained and cGMP compliant
* To assist and contribute with continuous improvement and cost saving initiatives
* Perform bulk production and production support duties for Operations
* Performs a variety of duties relating to production operations
* Maintain stock rooms and laboratories or work areas properly stocked with daily supplies to include the scheduling of repairs and preventative maintenance as necessary and report malfunctions to supervisor
* Support all aspects of our technical validations from ordering parts to preparing development vehicles
* Key player in the research and development of current and future model serviceability improvements (Labor time/Tools/Process)
* Develop/create technical repair content to support global standardization and service documentation for best practices (Safety, Quality, Repeatability)

## Qualifications for ops technician

* Intermediate level Knowledge of TDM and Ethernet circuits
* An Associate Degree in Engineering/Engineering Technology, or an Automotive Technology degree from an institution, or the equivalent in experience and evidence of exceptional ability
* 3 – 5 years of experience in a workshop and/or dealer shop environment
* Factory trained through OEM a plus
* Computer proficiency (Internet, Use of web applications, E-mail, Word processing, Spreadsheets)
* Must possess working networking technical knowledge and experience around the following supported hardware but not limited to Cisco, Juniper and HP routers and switches and Checkpoint firewalls