

Electronics Technician Intern/Trainee, Houston

Seatronics Vision and Mission

Seatronics are the Marine Technology Specialists. With our solution focused culture, engineering strength and extensive product knowledge, our vision is to remain the leading provider of marine electronics solutions to the global subsea market. We supply specialist subsea solutions pursuing excellence both in engineering capability and customer support. Our continually developing expertise allows us to provide full service capability on demand encompassing rental, sales, service & repair, calibration, personnel and asset management.

Overall Purpose of Role

The Survey Systems Team is responsible for carrying out the testing, service and repair of both Seatronics owned and 3rd party equipment to manufacturer's specifications and tolerances following in house test procedures. As Electronics Technician Intern/Trainee, you will undertake a number of tasks in assisting with preparing equipment for sale or rental including equipment interfacing, maintenance, servicing and re-certification all of which will be required in order to meet project deadlines. You will be responsible for ensuring this is carried out in a timely and organized manner with particular attention to maintaining the high QA standards already in place.

Relationships: Reports to Engineering Manager, liaises with Line Managers and engineering teams.

Key Responsibilities and Accountabilities

"Essential Functions" are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer. This job description does not limit the tasks that an employee may reasonably be requested to perform. Substantive changes to this job description may be necessary to meet the changing business needs of the firm. Any substantive revisions to this job description require the approval of the Group HR Manager. Notwithstanding this Job Description, all Seatronics employees are at-will employees – each may resign at any time and for any reason, and the firm is free to terminate the employee at any time, with or without cause and with or without notice.

- Testing/interfacing and fault finding of electronic survey equipment
- Calibration of equipment to manufactures tolerances & specifications as per Seatronics procedures.
- Electronic repairs including minor PCB work and cable re-terminations
- Creation of accurate calibration/test documents
- Accurate and organized documenting of calibration certificates and test sheets
- Point of liaison between suppliers, manufacturer's and customers as required
- Shipping to customers and manufacturers
- Occasional field based equipment support to customers as required
- Occasional remote based equipment support to customers
- Maintenance of calibration facilities to maintain the best possible standards.
- Monitor lab test/reference equipment calibration requirements and organize re-certification with minimal lab down time.
- Ensure the return of 3rd party equipment within the timescales agreed.
- Willingness to undertake other duties as and when required such as stock take, maintaining tidy work areas, copying, filing etc..

Experience and Qualifications

- Working towards Degree or equivalent in a relevant area; Electronics, Electrical Engineering, or Engineering Systems
- Basic experience of Pcb investigation, soldering, crimping, mechanical assembly
- Solid experience of Microsoft Office suite; Word, Excel, PowerPoint and Outlook

Skills and Knowledge

- Some knowledge of Seatronics' equipment is desirable
- Excellent organizational and time management skills
- Exceptional attention to detail with good analytical skills
- Strong problem solving skills
- Strong communication skills; e.g. report writing, customer service

Personal Qualities

- Customer focused with a forward thinking attitude
- Ability to work as part of a team
- Ability to work and make decisions unsupervised
- Outgoing team player with a professional approach able to communicate at all levels
- Ability to support the Workshop Manager in their duties
- Ability to work to tight deadlines and remain calm under pressure
- Conscientious and helpful
- Willingness to learn and participate/provide in-house training

Work Requirements

- Ensure effective self-management to work in accordance with the company's values, goals and objectives.
- Willingness to maintain Continual Professional Development to ensure your own knowledge base enhances Seatronics' capability and that you comply with the company's policies, processes and principles.
- Maintain integrity by being honest and transparent with staff, clients and suppliers in line with business policies.
- Highlight new technologies or working practices which may benefit the company by way of the Process Improvement Report (PIR) process.
- Actively participate in regular team and company events as required.
- Ensure we focus on being customer centric by developing good relationships with clients and suppliers and providing outstanding levels of service to ensure client needs are met on time, every time.
- Participate in the leadership and commitment of QHSE to ensure there is zero harm to our people, the environment and equipment.
- Take an active role in ensuring the quality of our products and services fully meets customer requirements.
- Ensure you work in line with various areas of compliance, including but not restricted to Customs/Export Control/Import/Anti-Bribery/Quality Assurance (QA).
- Ideally have a clean driving license and the ability to travel to global companies when necessary.
- Ensure you are deemed fit for the role or assignment being undertaken by undertaking medical examinations/tests and/or vaccinations in line with local legislation.

Competency requirements

Essential competencies that are critical for job success

5.1 Learning and researching

- Rapidly learns new tasks and quickly commits information to memory
- Gathers comprehensive information to support decision making
- Demonstrates a rapid understanding of newly presented information
- Encourages an organizational learning approach
- Manages knowledge (collects, classifies and disseminates knowledge of use to the organization)

6.2 Delivering results and meeting customer expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

6.3 Following instructions and procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to the organization
- Complies with legal obligations and safety requirements of the role

7.2 Coping with pressures and setbacks

- Works productively in a high pressure environment
- Keeps emotions under control during difficult situations
- Balances the demands of work and personal life
- Maintains a positive outlook at work
- Handles criticism well and learns from it

Desirable competencies for job success

7.1 Adapting and responding to change

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Adapts interpersonal style to suit different people and regional differences
- Deals with ambiguity, making positive use of the opportunities it presents

8.1 Achieving personal work goals and objectives

- Accepts and tackles demanding goals with enthusiasm
- Works hard and puts in longer hours when it is necessary
- Identifies development strategies needed to achieve career goals and makes use of development or training opportunities
- Seeks progression to roles of increased responsibility and influence