



Assembly & Test Technician (Fiber Optics)

(Entry-level experience is helpful. Training will be provided.)

Do you consider yourself a “tinkerer”? Did you get into trouble as a kid for taking your dad’s radio apart just to see how it worked?

*Do you want to get involved in the progressive technology of **fiber optics**? Would you like to work for a growing company where the parts you build end up in airplanes or military submarines?*

*If so, then working for COTSWORKS as an **assembly & test technician** may be the perfect role for you!*

Come join the team at COTSWORKS!

The **Fiber Optic Technician (FOT)** supports the Operations function in the production of fiber optic/cable parts and components. The **FOT** assembles, disassembles, test, and inspects parts and components using a variety of hand tools and electronic equipment according to required specifications for defined manufacturing processes. This role supports two key areas of the interconnect (cable) and optoelectronic (transceiver) manufacturing processes: assembly and testing. This full-time, hourly position reports to the Production Supervisor.

About COTSWORKS

COTSWORKS, INC. is a leader in the Industrial, Military, and Aerospace fiber optics and networking market and is seeking individuals who want the opportunity to work with good people and for a growing company that recognizes the importance of work-life balance, offers a great work environment, competitive pay and benefits, and opportunities for career advancement.

COTSWORKS designs and manufactures rugged optical components and subsystems to operate in harsh environments. Our products are utilized worldwide in commercial and military aerospace, military tactical, oil and gas, and other industrial markets. Founded in 2006, the company, headquartered in Cleveland, Ohio, supports the Americas and Asia – while COTSWORKS' GmbH, located in Fulda Germany, supports Europe and the Middle East.

Join our industry leading team as we grow and help change the way that communication systems are made in aircraft and military applications. Help us spread the benefits of high-speed optical data to more customers domestically and internationally!

For more information, connect with us on LinkedIn or check out our website at www.cotsworks.com/careers to view our current position openings.

JOB RESPONSIBILITIES

The following outlines basic duties and responsibilities which are not intended to be all-inclusive.

General

- Reads, interprets, and follows detailed work instructions, drawings, processes and established procedures to assemble parts according to quality standards and customer specifications.
- Keeps accurate records (i.e., travelers) of production outputs (i.e. quantities and time).
- Reports issues, malfunctions, or defective parts to the supervisor for immediate resolution.
- Inspects work to verify the accuracy and completeness of work being performed.
- Handles material in a safe manner within an Electrostatic Discharge (ESD) environment.

- Keeps the workplace safe by following safety rules, practicing safe work habits, maintaining a clean and organized work area, utilizing appropriate safety equipment, and reporting unsafe conditions to the supervisor.
- Completes mandatory on-the-job training required to support work processes.
- Takes part in training and certification programs to ensure job knowledge and skills set remain up-to-date.
- Shows up to work on time and adheres to work schedule and time requirements.
- Demonstrates team unity by sharing knowledge, information, and 'know-how' with others.
- Complies with and follows all processes and procedures within the company policy.

Assembly

- Makes fiber optic cables and/or transceivers by assembling parts and assemblies using a variety of hand tools, equipment, and fixtures.
- Assembles complete units of work and verifies that finished parts or components meets specifications.
- Takes precision measurements for perfect fit of components using manual and/or automated equipment.
- Completes one or more phases of the assembly process (i.e. inspecting, cleaning, assembling, terminating, polishing, testing, and/or packing of the finished product).
- Troubleshoots and repairs damaged or nonconforming assemblies to ensure full compliance with customer specifications and requirements.

Testing

- Follows test documentation to execute testing requirements.
- Conducts tests using test equipment to determine functionality and pass/fail results.
- Reviews and/or records test results (i.e., pass/fail) to determine whether the product meets specifications.
- Completes set up, calibration and changeover of testing platforms in a safe and accurate manner.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma or equivalent (i.e., GED)
- IPCA-610 certification a plus (documentation required)
- General assembly experience in a manufacturing environment a plus
- Excellent hand-eye coordination and manual dexterity skills required
- Proficiency using common office productivity tools, equipment, and applications (i.e., Microsoft Suite, LabView)
- Ability to use an oscilloscope or other magnification tools
- Ability to work with hand tools and very small parts
- Ability to read and interpret data, information, drawings, and other documents
- Ability to apply basic mathematical skills in the completion of work assignments
- Ability to troubleshoot and problem-solve basic task-related issues
- Ability to demonstrate a strong work ethic
- Ability to communicate, interact and work effectively and cooperatively with people in a collaborative manner
- Ability to conduct oneself with a high level of professional and personal integrity
- Ability to meet requirements of the attendance policy
- U.S. Citizenship a requirement

BENEFITS

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| • Medical Coverage | • Dental Coverage | • Vision Coverage |
| • Paid Vacation and Paid Sick Leave | • Paid Parental Leave | • Paid Holidays |
| • Paid Basic Life Insurance | • Voluntary Supplemental Life | • 401(k) Plan |



- Paid Short-Term Disability
- Voluntary Long-Term Disability
- Tuition Reimbursement

REQUIRED: All candidates **must be U.S. citizens (no green card or visa)**. Candidates must be willing and able to pass a background check and drug screening to be considered for a position at COTSWORKS, INC. COTSWORKS is proud to be an EEO employer M/F/D/V. We are simply looking for honest, ethical, and hardworking individuals who are eager to work in a fast-paced, team-based manufacturing environment.

Starting hourly rate of \$17.00 (based on experience).