



JOB DESCRIPTION

JOB TITLE
Assembly /Installation Technician – Entry Level
Role and Responsibilities
<p>General Expectations: In the performance of their respective tasks and duties all Cvi employees are expected to:</p> <ul style="list-style-type: none">• Deliver quality work on schedule with or without direct supervision.• Collaborate professionally across teams and functions- including customers and suppliers- communicating and coordinating work as needed.• Support company goals by actively participating in process improvement initiatives.• Perform all duties in accordance with the Cvi ISO 9001:2015 Quality Management System (QMS) and the Cvi Safety Program, including applicable procedures, work instructions, and reporting requirements.
<p>Responsibilities/Duties/Functions/Tasks</p> <ul style="list-style-type: none">• Assemble products, subassemblies, and components using hand tools, power tools, and other equipment by following engineering drawings, specifications, and work instructions.• Interpret and apply technical documentation (e.g., diagrams, schematics, blueprints, and written/verbal instructions) to complete assemblies correctly.• Coordinate with team members and cross-functional partners as needed to sequence work, resolve build questions, and meet production needs.• Maintain an organized, clean work area and follow standard housekeeping practices.• Follow all company safety requirements, including proper use of required Personal Protective Equipment (PPE). Identify nonconforming/defective parts or assemblies and handle them per established procedures (including escalation as required).• Troubleshoot routine issues as they arise and communicate constraints, delays, or risks to the supervisor.• Monitor equipment condition and performance; report malfunctions, unsafe conditions, or substandard operation to the supervisor.• Accurately record/execute required work order and part transactions using the company's ERP system (including clocking time/processing as applicable).• Assist with product/performance testing and accurately document test results.• Assist with final calibrations and advanced adjustments using appropriate test instruments; document results as required.• Prepare products for packaging and shipment according to customer requirements and applicable instructions.• Work overtime as needed to meet production schedules.
Qualifications and Education Requirements



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- Strong mechanical aptitude: ability to diagnose, troubleshoot, and complete hands-on mechanical work using common hand and power tools.
- Valid driver's license.
- Minimum 1-3 years of experience in a manufacturing environment.
- Reliable, on time, and willing to help wherever needed.

Special Position Requirements:

- Installation Technicians working remotely will require up to two to four weeks of travel per deployment.
- Must pass required pre-employment screening/background check(s) and, when applicable, customer/government access screening.

Physical Requirements:

- Ability to lift 50 lbs.
- Ability to work at heights and in/around aerial or scissor lifts (and comply with safe work practices)
- Ability to climb steps/stairs repeatedly.
- Ability to wear required PPE (safety glasses, gloves, safety shoes, high vis vest, hearing protection, fall protection/respirator) when the task or PPE assessment requires.
- Ability to work indoors/outdoors in varying conditions.
- Ability to stand, walk, bend, reach, and work on feet for extended periods (including up to a full shift).

HR USE ONLY:			
Job Title (GSS):	Assembly/Install Technician	GSS Shift #:	
Department/Group:	Manufacturing	Supervisor:	Brody Sanchez
Location:	Cvi, Bend OR	Travel Required?	No
Pay Type (E/Non-E): (H/S): Pay Range:	Non-Exempt Hourly DOE	Position Type (F, P, C, T, I):	F
HR Contact:	Shawna Jones	Effective Date:	
Hiring Manager:	Brody Sanchez	Posting Expires:	
External Posting URL(s):			