

# JOB DESCRIPTION

## Job Title:

Production Technician I

## Department:

Operations

## Division:

Operations

## Business Unit:

Operations

## Reports To:

Production Supervisor/Manager

## FLSA:

Non-Exempt

## Classification:

CLASIFICATION

## Employment Status:

Full Time

## Effective Date:

March 2024

## Summary

The Production Technician I performs audits, asset processing, detailed evaluation, and critical data security functions on a wide range of IT electronics. This position has the responsibility to accurately capture data, while also protecting any sensitive data stored on the assets. All technicians will be cross trained in other areas of Production to ensure daily goals are achieved across teams and contribute to the development and ongoing improvement of the Operations systems and processes.

## Essential Functions

- Perform Audit of assets and enter details into the ERP system.
- Performs Diagnostics, evaluates and assigns grade based on physical and operational condition.
- Performs data security on electronic assets.
- Evaluates and identifies hardware for specific disposition (resell, repair, harvest, recycle, etc.)
- Enters and verifies detailed asset information and services performed into the ERP system.
- Installs operating system (OS) to computer products per procedure.

## Required Education and Experience

- High School Diploma/GED
- Familiar with electronics

## Competencies

- Excellent attention to detail
- Results and goal oriented
- Functions well within a team and independently
- Working knowledge of Microsoft Office Suite
- Ability to understand and carry out instructions furnished in various forms (written, oral or diagram)
- Strong written, verbal, and comprehension communication skills
- Ability to lift up to 50 lbs. or more

## Sage Team Skill Requirements

- Demonstrated comfort with appropriate conflict and disagreement. An inclusion, belonging, diversity and equity adoption mindset.



- Collaborative business partner across the organization Brand Ambassador to the Sage Credo
- MS Office Suite use capability

### Sage Team Skill Requirements

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### Work Authorization

Evidence of work authorization upon employment is required in compliance with the Immigration Reform and Control Act of 1986. Completion of USCIS form I-9 will be required to verify employment eligibility within 3 business days of the first day of employment.

## AAP/EEO Statement

Sage Sustainable Electronics provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Sage Sustainable Electronics complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Sage Sustainable Electronics expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Sage Sustainable Electronics' employees to perform their job duties may result in discipline up to and including discharge.

## Signatures

This job description has been approved by all levels of management.

_____	_____	_____
Manager Printed Name	Manager Signature	Date

_____	_____	_____
HR Department Printed Name	HR Department Signature	Date

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position. Further, employee signature confirms statement of "I have read and understand the job duties as outlined and agree to meet requirements to include other duties as assigned, goals and projects as assigned by supervisor".

_____	_____	_____
Employee Printed Name	Employee Signature	Date