axiom

Job Role Definition for Junior Engineer – PCB Design and Validation

Name:	
Job Title:	Junior Engineer – PCB Design and Validation

Department/Section:		Reports to:	Technical Engineering Manager
		Date approved:	June 2024

Main Purpose of Role

To assist and support the PCB Design and Validation Engineer with the verification of customer PCB datapack contents, panelization of customer PCB's for optimum manufacturing efficiency, and PCB supplier stepped gerber review and approval prior to PCB fabrication. Process identified PCB changes following Design for Manufacture Review of PCB's at NPI stage and following mass production stage.

Outcomes of Role

- 100% On-time release of PCB data to achieve product delivery requirements.
- 100% confirmation of all released Gerber data against DRC & DFM guidelines
- Zero Defects due to PCB manufacturing datapack errors.
- 100% customer satisfaction with Axiom PCB design.

Reporting Structure

Reporting to:

Technical Engineering Manager → Junior Engineer – PCB Design and Validation →

Job Scope

Responsibilities
• Review Customer PCB (GBR/DRL/ODB/BOM) datapacks for missing/erroneous data/files. • Create unique Axiom (Syspro) PCB Part Numbers for purchased customer PCBs. • Panelize Customer PCB (GBR/DRL/ODB/BOM) interpreted data into Axiom Panel Drawing(s) optimized for Axiom processes. • Issue Axiom Panelized Datapack to Purchasing/Quality/AI-providing detailed description of any key PCB fabrication point. • Perform PCB Verification Checks to ensure PCB supplier manufacturing datapacks contain no errors or omissions. • Liaise with Customer and PCB suppliers to remove all errors and omissions in manufacturing datapacks • Liaise with customer and raise deviations/concessions for PCB data changes as appropriate to allow manufacturing • Acknowledge the final PCB suppliers Verified and Approved manufacturing datapack. • File and Inform internal distribution that verified PCB suppliers are available (and provide hyperlink to the data). • Update/Maintain the PCB Work schedule • Manage and Prioritise workload according to manufacturing and customer requirements • Provide PCB Design feedback for questions raised by Axiom departments, customers and suppliers • Lock down ERP part PCB part numbers after verification of PCB datapack and revisions • Assist other departments with requests with PCB related requests and questions. • Provide new PCB datapacks and revise existing PCB datapacks in accordance with customer and internal requests and communicate with procurement department and external suppliers. • Any other PCB design related duties deemed necessary.
Authority Levels
• To be agreed with your Line Manager

Person Specification

ESSENTIAL	DESIRABLE
Skills (include professional or educational qualifications required)	
• CAD/CAM software • Microsoft office skills • Good written & verbal communication • Ability to interpret technical information	• PCB Gerber Checking • PCB DRC (Design Rule Check) • PCB DFM (Design for Manufacture)

• Good organizational skills	

Knowledge/Experience	
• PCB assembly processes knowledge • PCB fabrication knowledge • Panelization process • ECN experience	• Worked in electronics manufacturing • Altium Designer CAD Software • Gerber Viewer Software • PCB layout knowledge

Competencies

Leading and Deciding
• Takes initiative, acts with confidence and works well under pressure. • Initiates and generates activity.

Supporting and Cooperating
• Demonstrates integrity. • Demonstrates an interest in and understanding of others. • Listens, and communicates proactively.

Interacting and Presenting
• Relates well and establishes good relationships to people at all levels. • Speaks clearly and fluently.

Analysing and Interpreting
• Writes in a well-structured and logical way. • Shares knowledge with others, where applicable. • Demonstrates a good understanding of different organisational departments and functions.

- Probes for further information or greater understanding of a problem.
- Produces workable solutions to a range of problems.
- Develops job knowledge and expertise through continual professional development.

Creating and Conceptualising

- Demonstrates a rapid understanding of newly presented information.
- Works strategically to realise organisational goals.
- Creates a satisfactory level of innovation to products or designs.

Organising and Executing

- Plans activities and projects well in advance and takes account of possible changing circumstances.
- Manages time effectively.
- Focuses on customer needs and satisfaction.
- Works in a systematic, methodical and orderly way.
- Follows procedures and policies.
- Consistently achieves project goals, where applicable.

Adapting and Coping

- Adapts to changing circumstances
- Works productively in a high-pressure environment.
- Deals with ambiguity, making positive use of the opportunities it presents

Enterprising and Performing

- Accepts and tackles demanding goals with enthusiasm.

HR Manager Name:_____

HR Manager Signature:_____

Date:_____

Job Holder Name: _____

Job Holder Signature: _____

Date: _____

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