



## **JOB OPPORTUNITIES**

### **As of July 13, 2018**

Teledyne Relays (a business unit of Teledyne Reynolds, Inc.), is a manufacturer of Electromechanical Relays, Solid State Relays, Power Controllers, RF COAX Switches and RF Matrix switching systems. The primary manufacturing facilities are located in the United States. We are a vertically orientated manufacturing and design company with major operations in Southern California.

Teledyne Relays' mission, vision, and value statements have never really changed in principle since 1963. Dedication to every employee and client's success; Innovation that matters - for our company and for the world; Trust and personal responsibility in all relationships – **Teledyne Relays is EveryWhereYouLook!**

**The following are our current job opportunities:**

**Job Title: Product Finisher 1**  
**Salary Grade: Non-Exempt**

**Dept.: Marking/Cycling Rm#530**  
**Req #2018-6879**

#### **Responsibilities:**

- Product Finisher will be marking relays using electronic equipment, small table top fixtures, stencils, and electrolyte solution to etch markings onto parts.
- Operator will also be trained to load and test relays on relay cycling equipment.
- Acquires job skills and learns company policies and procedures to complete routine tasks, always keeping safety and quality protocols in mind
- Verifies quality and quantity of parts produced.

#### **Requirements:**

- Must have a High School diploma or equivalent (GED), preferred
- Must be able to apply common sense to read, understand and interpret drawings/procedures.
- Must have good oral and written communications skills to keep Lead/Supervisor informed of progress and issues.
- Must be able to work with small parts. Ability to use small tools (tweezers and scissors)
- Must know basic math and computer skills to make daily data entries for labor hours and inventory control
- Will occasionally need to stand/walk/talk/reach with hands and arms/stoop, bend, kneel, crouch, push/pull/visually distinguish colors/carry or lift less than 10 lbs/work near moving mechanical parts/be exposed to vapors, airborne particles or possible chemicals (safely below occupational exposure limits).

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- Will frequently need to hear/ work in a wet or humid environment or be in contact with moving mechanical equipment
- Will continuously be required to sit/use hands to handle or feel/need to use close vision and adjust focus accordingly
- **U.S. Person required for this position, includes but is not limited to, U.S. Citizens and Permanent Residents.**

**Job Title: Product Quality Inspector 1**  
**Salary Grade: Non-Exempt**

**Dept.: Leak Test #545**  
**Req #2017-4829**

**Responsibilities:**

- Responsible to ensure quality of process and acceptability in accordance with specifications and drawings
- Perform Visual Inspection on completed Relays
- Perform Leak Test using Tracer-Flo and Helium Method. Perform Bubble Testing and final inspections
- Completes inspection reports, history logs, and associated paperwork
- Perform Stock Audits on all Relay lots being sent to finish goods
- Maintain an objective and openness to other views
- Demonstrate knowledge and analytical skills for the different types of inspections

**Requirements:**

- Must be a U.S. Person due to iTAR restrictions
- High school diploma or general education degree (GED) is preferred
- At least a minimum of six (6) months of previous related experience working in mechanical quality inspection, measuring, and test equipment is preferred
- Ability to utilize tools such as microscope, comparator, overlays, micrometer, caliper, shims, and gages
- Ability to read and interpret documents such as safety rules, operating/maintenance instructions, and procedure manuals
- Must have basic computer skills for daily data and time entry
- **PHYSICAL DEMANDS:** Candidate will occasionally stand, walk, reach with hands and arms, be able to carry and lift up to 10 lbs. Will frequently be required to hear/listen, talk, sit, use hands to handle or feel
- **VISION REQUIREMENTS:** Must have the ability to use close vision, determine distance (20ft plus) and identify/distinguish colors, have 3D depth perception to be able to judge space, use peripheral vision and adjust focus as needed.
- **WORK ENVIRONMENT:** candidate will continuously work near moving mechanical parts/equipment, sense vibrations. Noise level is quiet to moderate due machinery
- **U.S. Person required for this position, includes but is not limited to, U.S. Citizens and Permanent Residents.**

**Responsibilities:**

- Perform assembly of Coaxial Switch Matrix Boxes, wire harness assembly & soldering
- Testing Raytheon Patriot and Space switches, compiling test data reports, Switch RF testing when needed
- Performs failure analysis of customer returns and in-process failures and generates Failure Analysis Reports
- Helps develop test equipment and troubleshoots test setups
- Calibrates VNA/PNA spectrum analyzer
- Orders materials and tools for department
- Provides technical support/troubleshooting for the production line
- Works on assignments that are semi-routine in nature where ability to recognize deviation from accepted practice. Will receive general instructions on routine work, detailed instructions on new assignments.
- Strive to continuously build knowledge and skills and share expertise with group while following Company policies, procedures and safety guidelines
- Respond to customer needs - requests for service and assistance
- Exhibit sound judgment and communicate clearly to Supervisor and co-workers when identifying/resolving problems, developing alternate solutions, asking questions for clarification/providing feedback.
- Remain objective when listening or providing feedback
- Be able to prioritize/plan work demonstrating time efficiency, accuracy and thoroughness to ensure a quality product

**Requirements:**

- A.A. degree in electronics or equivalent technician experience
- Must have knowledge of electronic circuit analysis and repair – have prior experience using a spectrum analyzer to test RF devices.
- Must have good eye-hand coordination, good manual dexterity
- Must have knowledge/experience with a multimeter, power supply, electronic test software/equipment
- Must have basic computer experience, and knowledge of MSWord and MS Excel
- Must be able to use schematics and blue prints to assemble switch matrix assemblies
- Must be able to apply common sense understanding to carry out written/oral/diagram form instructions and be able to deal with problems with concrete variables in standardized situations
- **PHYSICAL DEMANDS:** Will occasionally stand/walk/talk/hear/stoop, bend, kneel or crouch/push or pull, carry or lift up to 50lbs. and will continuously sit/use hands to handle or feel/reaching with hands and arms
- **VISION REQUIREMENTS:** Will occasionally be required to determine distance with vision, and will continuously be required to determine depth perception and be able to adjust vision focus
- **WORK ENVIRONMENT:** Will occasionally be in contact with moving mechanical equipment, and will continuously be working near moving mechanical parts; occasionally will be exposed to vibration, lo-level radiation, fumes or airborne particles (safely below occupational exposure levels); Noise level is moderate
- Other non-essential job duties may apply

- **U.S. Person required for this position, includes but is not limited to, U.S. Citizens and Permanent Residents.**

**Job Title: Tester 1 – Relay Adjust**  
**Salary Grade: Non-Exempt**

**Dept: Relay Adjust #530**  
**Req# 2018-7098**

**Responsibilities:**

- Candidate will need to be able to load and unload relays from test sockets and tray
- Able to work on final assembly adjustments
- Will perform visual, mechanical and workmanship inspection of relay under microscope magnification with a tensor lamp
- Will dress the coil lead with and adjusting tool, in addition to gently raising/lowering the actuator beads, checking to adjust limits and visually check for the position of the actuator bead based on the moving contact, then check gram force off stop inspection using the return spring gage
- Will acquire job skills and learn company policies and procedures to complete routine tasks
- Will work on assignments that are semi-routine in nature - normally receiving general instructions on routine assignments and detailed instructions on new assignments
- Operator must be willing to be cross trained in other areas of the manufacturing area
- Other non-essential job duties may apply

**Requirements:**

- High school diploma or general education degree (GED) required
- Must have at least a minimum of six (6) months to one (1) year of related experience testing relays
- Good eye-hand coordination, and good dexterity to assemble small parts, use small tools (jigs and tweezers)
- Ability to read and understand assembly drawings, procedures, and specifications
- Must have good verbal and written communication skills
- Must be able to work in a team environment as well as independently
- Will occasionally stand/walk/climb or balance/stoop, bend, kneel, crawl/push or pull/talk or hear; carry or lift up to 25 lbs.
- Vision requirements: be able to distinguish and identify colors, be able use close vision (20 inches plus), have 3D depth perception (ability to judge distances and spatial relationships) with the ability to adjust focus as needed
- Work environment is a clean room environment - no make-up allowed and closed toe shoes are required. Noise level is moderate (light traffic)
- **U.S. Person required for this position, includes but is not limited to, U.S. Citizens and Permanent Residents.**

**Job Title: Product Quality Inspector 1**  
**Salary Grade: Non-Exempt**

**Dept: Roving Inspection #545**  
**Req #2018-6594**

**Responsibilities:**

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- Perform inspections on piece parts first article, inspection on adjusted headers, and inspection on diodes assemblies
- Complete inspection reports, history logs, and associated paperwork
- Responsible to ensure quality of process and dimensional measurements are acceptable in accordance with specifications and drawings.
- Demonstrate knowledge and analytical skills for most types of inspection
- Prioritize and plan work activities for time efficiency
- Other non-essential duties may apply

**Requirements:**

- High school diploma or general education degree (GED) is required
- At least a minimum of six (6) months of experience working in mechanical quality inspection, measuring, and testing equipment
- Ability to utilize tools such as microscope, comparator, overlays, micrometer, caliper, shims, gauges
- Ability to read and interpret documents such as safety rules, operating/maintenance instructions and procedure manuals.
- Ability to write routine reports and communicate effectively with team
- Must be able to add/subtract/multiply/divide in all units of measure using whole numbers, common fractions and decimals
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to problem solve standard variable situations
- Must have the basic computer skills (mouse and keyboard too) for daily data and time entry
- **PHYSICAL DEMANDS:** Will occasionally stand/walk/climb or balance/stoop, bend, kneel, crawl/push or pull/talk or hear; carry or lift up to 10lbs.
- **VISION REQUIREMENTS:** be able to distinguish and identify colors, be able use close vision (20 inches plus), have 3D depth perception (ability to judge distances and spatial relationships) with the ability to adjust focus as needed
- **U.S. Person required for this position, includes but is not limited to, U.S. Citizens and Permanent Residents.**

**Job Title: Product Quality Inspector 1**  
**Salary Grade: Non-Exempt**

**Dept: QA - SEM #545**  
**Req #2018-7142**

**Responsibilities:**

- Perform inspections on piece parts first article, inspection on adjusted headers, and inspection on diodes assemblies
- Complete inspection reports, history logs, and associated paperwork
- Responsible to ensure quality of process and dimensional measurements are acceptable in accordance with specifications and drawings.
- Demonstrate knowledge and analytical skills for most types of inspection
- Prioritize and plan work activities for time efficiency
- Must have a Certificate from a Technical School or College, preferred

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## Requirements

- 6 months of previous related experience and/or training is preferred - working in mechanical quality inspection, measuring, and testing equipment
- Ability to utilize tools such as microscope, comparator, overlays, micrometer, caliper, shims, gauges
- Ability to read and interpret documents such as safety rules, operating/maintenance instructions and procedure manuals.
- Ability to write routine reports and communicate effectively with team
- Must be able to add/subtract/multiply/divide in all units of measure using whole numbers, common fractions and decimals
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to problem solve standard variable situations
- Must have basic computer skills for daily data and time entry, ability to use the mouse and keyboard as well.
- **PHYSICAL DEMANDS:** Candidate will occasionally required to stand, walk, reach with hand and arms and be able to carry and lift up to 10 lbs; will frequently need to hear/listen for feedback or instruction, talk to provide feedback/ask questions, and use hands to handle or feel.
- **VISION REQUIREMENTS:** Must have the ability to use close vision (20 inches or less), determine distance (20 ft plus), identify/distinguish colors, and have 3D depth perception to be able to judge spatial relationship, must also be able to use peripheral vision and adjust focus accordingly
- **WORK ENVIRONMENT:** Candidate will continuously work near/be in contact with moving mechanical parts/equipment, sense vibrations. Noise level is moderate due machinery
- **U.S. Person required for this position, includes but is not limited to, U.S. Citizens and Permanent Residents.**

Teledyne Reynolds, Inc. dba Teledyne Relays may, at its discretion, modify or add further duties not currently listed in this general job description.

These are regular **full-time** positions with one of the world's innovative leader in manufacturing Electromechanical/Solid State Relays and Power Controllers, High Power Coax Switches and RF Switching Systems, **located in Hawthorne, California.**

### ***What can Teledyne Relays' offer YOU?***

*A Competitive Salary & Benefits Package, Excellent Health/Dental/Vision, Paid Vacation Time, Paid Sick Time, Life Insurance Benefits, Paid Holidays, 401(k) Eligibility, Educational Tuition Reimbursement, Employee Fun Events throughout the year*

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**How to Apply:**

Internal applicants that have been employed at least 6 months with Teledyne may apply for the position. Speak with your Supervisor and see Human Resources for the internal link to apply.

Qualified external applicants go to the Teledyne Career Center at: <http://www.teledynecareers.com>. Refer to requisition #2018-6879, #2018-7098, #2018-6594, #2018-7142 and #2017-4829 and #2017-5353. location: Hawthorne, CA.

***Teledyne is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, religious creed, gender, sexual orientation, gender identity, gender expression, transgender, pregnancy, marital status, national origin, ancestry, citizenship status, age, disability, protected Veteran Status, genetics or any other characteristic protected by applicable federal, state, or local law. EEO is the law.***

Teledyne participates in the E-verify program and upholds the Pay Transparency Policy.

If you need assistance or an accommodation while seeking employment, please call (323) 777-0077, option 2. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. Please note that only those inquiries concerning a request for reasonable accommodation will receive a response.

In our efforts to maintain a safe and drug-free workplace, Teledyne Relays requires that candidates complete a satisfactory background check and pass a drug screen prior to employment.

You may visit our website at [www.teledynerelays.com](http://www.teledynerelays.com)