

Join the world leader in thermal mass flow meter technology. FCI began in 1964 by pioneering the development and application of thermal dispersion flow and level sensing technology. The Company is the world-recognized leading manufacturer for solving flow and level measurement applications for industrial process and plant applications using patented thermal dispersion flow measurement technology.

From off-the-shelf product solutions to custom engineered products and systems, FCI provides world leading experience and a record of unequalled innovation to meet or exceed our customer application demands. Complimenting FCI product leadership is a world class Flow and Level Calibration Facility in which all calibrations are performed in liquids or gases utilizing only N.I.S.T. traceable equipment and instrumentation.

Currently, we are seeking an Industrial Repair Inspection Clerk for our Industrial Repair team.

Position Purpose:

Working in the Industrial Repair Department, the Industrial Repair Inspection Clerk will be responsible to perform electro/mechanical inspection and repair functions. This position will also be responsible for the coordination of the returned product while in the repair department.

Essential Job Functions (primary duties and outputs of position):

- Assists technician by:
 - Preparing and cleaning parts prior to repair.
 - Performing tests for bonding, dielectric strength, and insulation resistance.
 - Perform floor stand operation.
- Process incoming returned equipment into the repair database, includes cataloging and recording for proper tracking of returned unit until returned to customer.
- Coordinates and issues job orders to place returned units into the repair schedule.
- Reviews and follows up on production report for industrial repairs.

Safety

- Follow safe work practices, participate in safety training as required, and report any unsafe condition or accident.
- Follow all safety regulations.

Quality

- Understand and support the quality policy and the appropriate elements of the quality management system for their areas of work

Communication

- Communicate effectively in English, both verbally and in writing.
- Maintain effective and constructive working relationships with others both internally and externally.

Education/Work Experience Requirements:

- Must have 1-3 years' experience in electro-mechanical assembly.
- Able to read and understand wiring diagrams.
- Must be able to read and interpret drawings and follow verbal and written job instructions in English.

- Able to build and test subassemblies and final assemblies.
- Able to work with minimum supervision.
- Must have knowledge and experience operating hand-held multimeters, and insulation resistance test device.
- Must be computer literate and able to perform data input.

Physical/Travel Requirements:

This position requires sitting 20% of the time. Standing and walking are required up to 80% of the time. Manual dexterity required in skills for typing, using wrenches, screwdrivers, or other similar tools up to 20% of the time. Must be able to lift 25 lbs.

These duties may be modified or changed at any time at the sole discretion of management either orally or in writing. The above statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

FCI is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law. If you are qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative.

FCI is an ITAR required employer and active participant of the DHS and SSA E-Verify program. Contract requirements for ITAR identify US citizen or permanent resident alien in the absence of ECCN.