



POSITION DESCRIPTION

POSITION TITLE: Assembler

DEPARTMENT: Operations

CLASSIFICATION: Non-Exempt

APPROVED BY: Ron VanOrden

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Production Manager

POSITIONS SUPERVISED: None

POSITION PURPOSE

This position performs the function of assembling electronic, electrical, electro-mechanical and mechanical products and sub-assemblies to company standards working from written and/or verbal instruction. Inspect prior operations for conformance to standards. Help team identify, troubleshoot and fix production problems. Support daily production and project schedules as determined by the company. Complete all assignments effectively and efficiently in accordance with established quality and production standards. Accurately record activity times for use in job estimating. Assemblers may also be responsible for the repair of nonconforming product.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assemble Printed Circuit Boards and/or sub-assemblies to company standards.
- Assemble small mechanical and/or electro-mechanical assemblies to company standards.
- Position and align small parts in fixtures or on assemblies.
- Proficient in hand soldering to IPC 610 standard.
- Carry out other production related activities (e.g. General housekeeping, stock take, product preservation, area maintenance).
- Operate automatic equipment used in the manufacture of product.
- Ensure that all work conforms to company workmanship standards.
- Read, understand and work to company documentation.
- Complete shortage requests, time sheets and work order summary sheets.
- Use initiative and make recommendations in the solving of basic issues regarding production related problems with documentation, drawings, tools, materials and equipment.
- Responsible for quality of workmanship, efficiency and on time delivery.
- Understand & comply with company policies and procedures.
- Understand Team Goals and Targets.
- Keeps management informed of area activities and of any significant problems.
- Attends and participates in meetings as required.
- Completes special projects and miscellaneous assignments as required.



PERFORMANCE MEASUREMENTS

- All functions are completed in accordance with established standards, policies, and procedures.
- Department records and documentation are appropriately maintained.
- Good communication and coordination exist with Company personnel. Assistance and support are provided as needed.
- Management is appropriately informed of area activities.
- Maintain orderly work center condition at end of shift.
- Reliability
- Skills assessment.
- Safety.
- Attendance.

QUALIFICATIONS

**EDUCATION/
CERTIFICATION:** High school graduate or equivalent.

**REQUIRED
KNOWLEDGE:** Knowledge of common computer applications.
Familiarity with basic record keeping procedures.

**EXPERIENCE
REQUIRED:** One year of previous related experience required.

SKILLS/ABILITIES: Good communication and team working skills.
Attentive to detail and accurate.
Able to multi-task.
Well organized.
Cooperative and willing to assist others.
Able to use computer applications.
Ability to work well under pressure to meet tight timelines.
Knowledge of associated manufacturing processes.
Excellent hand-eye coordination.
Adapt to change quickly on a daily basis and be willing and able to work on tasks that may be tedious and time consuming in nature.
Demonstrate knowledge of:

- component identification
- tool identification
- tool use
- units conversion
- applicable terminology

Ability to work shifts



PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- FINGER DEXTERITY:** Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
- TALKING:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- AVERAGE HEARING:** Able to hear average or normal conversations and receive ordinary information.
- REPETITIVE MOTIONS:** Movements frequently and regularly required using the wrists, hands, and/or fingers.
- HIGH VISUAL ABILITIES:** High visual acuity necessary to prepare or inspect parts or products, or operate machinery.
- PHYSICAL STRENGTH:** Sedentary work; standing most of the time. Exerts up to 25 lbs. of force occasionally.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed instructions and to deal with problems involving a few variables.
- MATHEMATICS ABILITY:** Ability to perform basic math skills, use decimals to compute ratios and percents, and convert units.
- LANGUAGE ABILITY:** Ability to use passive vocabulary of 5-6,000 words; to read at a moderate rate; define unfamiliar words in dictionaries for meaning, spelling, and pronunciation.
Ability to write complex sentences, using proper punctuation, adjectives, and adverbs.
Ability to communicate in complex sentences; using normal word order with present and past tenses; and using a good vocabulary.

WORKING CONDITIONS

Occasional handling and use of hazardous materials is necessary. No significantly unpleasant conditions (such as in a typical light manufacturing environment).