



JOB DESCRIPTION

Job Title: E/M Assembler **Department:** Production
Date Issued: October 23, 2007 **Date Revised:** October 18, 2016
Classification: Exempt Nonexempt

Job Summary:

The individual in this role works in a dynamic work environment, requiring flexibility to shift priorities to work on a variety of tasks (assemble mechanical products, prepare/solder components on PCB's, perform testing and programming of PCB's, etc.) with an eye towards quality and continuous improvement.

Previous Education/Experience:

- High School Graduate or GED equivalent.
- Knowledge of/ability to identify electronic components
- Soldering experience (SMT/IPC): minimum of 2 years
- Use of Hand Tools
- Mechanical Assembly
- Familiarity with electronic assembly diagrams and written work instructions

Required Skills/Competencies:

- IPC Solder Certification [preferred];
- Fine pitch, SMT soldering skills
- Attention to detail
- Focus on quality
- Sense of urgency and the ability to propose improvements to processes or product to continuously improve quality and profitability.
- Must be able to identify colors to meet wiring requirements.
- Team Player.
- Excellent interpersonal skills are required to be able to work in team environment within a diverse group.
- The ability to follow written and/or verbal instructions, and use hand tools is also required.
- Knowledge of, and ability to follow, company ISO and ESD procedures is required.
- Must be able to stand, bend, sit, lift (max 40 lb.), use hands/arms to install wiring and components, and reach as needed to perform the essential functions of the position.

Job Responsibilities:

- E Review and understand work instructions prior to initiating work.
- E Assemble electro-mechanical kits as required using work instructions and/or as directed by process engineering.
- E Ensure that fabrication, machining and assembly of mechanical parts to be used as part of the final product are in compliance with company quality standards.
- E Identify and report problems which effect the fabrication of Finished Goods product(s).
- E Inspect previous work, as well as own, to ensure quality meets established standards.
- E Comply with ISO 9000 Standards in all work activities as well as following ESD Procedures.
- Assist in proper completion of assigned daily paperwork for final assembly.
- Comply with company safety standards.

- Accept directions and other assignments from the Line Leader or Production Manager as required.
- Perform other duties as required or as directed by management.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and exhibit a sufficient amount of required skills/competencies. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Accountability and Reporting:

This position reports to the Production Manager.

Staff Directly Supervised:

None