



# Assembler



## Summary/Objective

The assembler assembles products until they are completed to acceptance test procedures and routing operations by performing the following duties.

## Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs bench-type processes to complete mechanical and electrical assemblies and subassemblies, using hand tools and electronic and pneumatic tooling.
2. Reports defective materials or questionable conditions to the department supervisor.
3. Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
4. Performs prescribed preventive maintenance on machines as required per P.M. charts.
5. Completes tasks as directed by manufacturing schedules with minimum supervision.

## Competencies

1. Technical Capacity.
2. Learning Oriented.
3. Time Management.
4. Thoroughness.

## Supervisory Responsibility

This position has no supervisory responsibility.

## Work Environment

While performing the duties of this job, the employee is regularly exposed to vibration. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to risk of electrical shock. The noise level in the work environment is sometimes very loud. This job also regularly exposes employees to extremely bright LED lights as well as observing these lights while strobing and flashing.

## Physical Demands

The physical demands described here are not limited to but a representative of those that must be met by an employee to successfully perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and to climb or balance. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear.

The employee must regularly lift and move up to 10 pounds, frequently lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds or more. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.



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## **Position Type/Expected Hours of Work**

This is a full time position. Days and hours of work are Monday through Friday 8:30am to 5:30pm. Occasionally evening, early morning, and weekend work may be required as job duties demand.

## **Travel**

No travel is expected for this position.

## **Required Education and Experience**

1. Previous electrical experience is required.
2. Must be familiar with machinery.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Any large scale work responsibility should be covered and revisions should be added to this description to demonstrate employee and employer cohesiveness.

## **Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_