



Job Description: Assembler

Job Title:

Electro-Mechanical Assembler

Status:

Hourly, Level I

Reports to:

Operations – Manufacturing Supervisor

Job Summary:

This entry-level manufacturing position will require the applicant to perform technical electronics and electro-mechanical work.

The electro-mechanical assembler [level I] installs, maintains, and repairs electrical equipment and parts, such as PCBAs, control panels, and test equipment using hand tools and manufacturing equipment. This position requires basic knowledge of math, electrical components as well as electrical safety.

Essential Job Functions:

- Perform repetitive electro-mechanical assembly using hand and electric tools.
- Refer to and follow Standard Operating Procedures to perform the job duties.
- Work with care and urgency in order to meet production goals.
- Participate in continuous improvement and team building activities.
- Use a computer to enter data into the company database.
- Physically move material as needed.
- Maintain various records and reports.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

Minimum Requirements:

- High school diploma or GED
- An equivalent combination of education, training, and experience provides the required knowledge, skills, and abilities to perform the job's essential functions.
- Must possess and maintain a valid Driver's License.

Knowledge, Skills, and Abilities:

- 1-year experience working in a manufacturing environment.
- Experience using hand-eye coordination.
- Demonstrate strong verbal communication skills.
- Strong attention to detail.
- Ability to handle multiple priorities simultaneously.
- Ability to work independently and in a team environment.
- Ability to interact effectively and positively with all levels of company personnel.
- Requires the ability to display knowledge of operation and maintenance of hand and power tools.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to display knowledge of basic mathematics.

Physical Demands:

While performing the essential functions of this job, the employee is regularly required to sit, stand, and walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 60 pounds. The work also requires the following physical abilities to perform the essential job functions: grasping, hearing, mental acuity, pushing, pulling, repetitive motion, talking, and visual acuity.

Working Conditions:

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to the evolving goals, priorities, and needs.