



## **Job Description: Assembler**

### **Job Title:**

Electro-Mechanical Assembler

### **Status:**

Hourly, Level II

### **Reports to:**

Operations – Manufacturing Supervisor

### **Job Summary:**

The electro-mechanical assembler [level II] performs highly exacting manufacturing of energy storage systems and related auxiliary products.

Under general supervision, the assembler will work with other production team members and maintain the productivity level that supports the company production schedule. This position requires basic knowledge of math, electrical components as well as electrical safety.

### **Essential Job Functions:**

- Perform various electrical and mechanical assembly tasks on production lines using various hand tools and power tools, including torque wrenches, crimpers, painting, cutting, grinding tools, etc.
- Read, understand, and follow written work instructions in connection with manufacturing assemblies and sub-assemblies. This includes the ability to provide feedback and process improvements to existing work instructions.
- Ensure that products are assembled correctly according to drawings and work instructions.
- Refer to and follow Standard Operating Procedures to perform the job duties.
- Ensure that products meet quality standards, perform intended functions, and are shipped according to customer specifications satisfactorily.
- Perform standard in-process inspections on products, ensuring conformance with drawings and work instructions. If failures occur, takes follows the company's established protocols to assure zero defects shipped.
- Cross-check work with traveler contents to ensure that systems being built meet customer requirements/specifications.
- Assist the quality function in resolving production failures or product issues.
- Maintain and account for production tools and equipment.
- Clean parts/assemblies using solvents and other chemicals as directed in a safe manner.

### Minimum Requirements:

- An equivalent combination of education, training, and experience provides the required knowledge, skills, and abilities to perform the job's essential functions.
- High school diploma or GED.
- General knowledge of PC/Computers is a requirement
- Two or more years of experience in electrical or mechanical assembly work.
- Must possess and maintain a valid Driver's License.

### Knowledge, Skills, and Abilities:

- Skill to use conventional electrical test devices such as ohmmeters, voltmeters, meggers, and continuity checkers to perform necessary checks for continuity, resistance, voltage, opens, shorts, insulation breakdowns, and grounds.
- Requires the ability to display knowledge of occupational hazards and safety precautions. Has the skill to work safely under hazardous conditions such as working in the presence of live high voltage conductors and surfaces.
- Shows initiative to learn, utilize time effectively, identify problems, and demonstrate problem-solving.
- Perform basic soldering and de-soldering using handheld soldering equipment.
- Requires the ability to display knowledge of basic mathematics.
- Requires the ability to display knowledge of operation and care of testing and specialized equipment.
- Requires the ability to perform maintenance and repair tasks.
- Requires the ability to perform professional-level work dealing with data, people, and technology related to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.

### 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.