

Job Title: Assembly
Department: General Assembler
Wage Classification: Hourly

Revised Date: 15/09/2020

JOB SUMMARY

Perform manual or mechanical assembly of mechanical, electrical and/or electronic components and/or subassemblies

GENERAL EMPLOYMENT REQUIREMENTS

- High school diploma or GED required.
- Reliable/excellent attendance record.
- Negative drug screen.
- Able to work cooperatively with co-workers
- Adherence to personal protection requirements (safety glasses, etc.)
- Adherence to company general policies and quality procedures.
- Ability to receive and follow directions and work instructions from Lead Person or Supervisor
- Maintain own time record, count point ticket or required activity record.

SPECIFIC JOB FUNCTIONS

Following are some of the principal job functions. However, other duties and activities may be required in performance of this job:

- Read and follow Process Instructions and Product Prints to properly assemble the required components to complete the required sub-assembly or assembly.
- Obtain from Staging Area and properly organize the required components at the workstation in order to perform the required assembly operations.
- Use pliers, screwdrivers, wire clippers, wrenches, fixtures and other assembly tools to perform the required assembly operations.
- Operate manual, electric or pneumatic hand or bench tools.
- Operate electric oven, such as to cure fiberglass cores.
- Properly use prescribed safety equipment to protect eyesight, hearing or dermatological faculties.
- Upon completion of sub-assembly or assembly, follow Quality Criteria instructions in Process Instructions to verify the product meets requirements, e.g., visual inspection, pull test, measurement with rule or gage, etc.

PHYSICAL JOB REQUIREMENTS

- Ability to lift up to 25 lbs. with no restrictions
- Healthy wrist-arm motion – will be using hand tools
- Good hand/eye coordination
- Ability to work with acetones, thinners, epoxies, solders and sealants and other manufacturing materials without allergic reactions
- Ability to read process sheets and follow directions
- Flexibility to work at various workstations in assembly departments as production mix changes
- Most general assembly jobs are standing jobs
- Vision, with or without correction, must be adequate to perform the required job functions

General Assembler
Grade III