

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

**Revised Date:** 02/22/2023

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### 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 and hearing.
- 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

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