

## ASSEMBLER

Department:	<i>Production</i>
Reports To:	<i>Production Supervisor</i>
Supervises:	<i>N/A</i>
FLSA Classification:	<i>Non-exempt</i>
Approved By:	<i>Jason Ballbach</i>
Revision Date:	<i>01/10/2019</i>

### JOB PURPOSE:

- Responsible for the assembly of electronic circuit boards, routine systems and sub-assemblies from start to finish.
- Complete production of more complex assemblies, such as radio transmitters, radio receivers into sub-assemblies and final assemblies
- Assembly of panel wiring and wire harness
- Sets up and performs in process and final testing using standard procedures, fixtures and equipment.

### ESSENTIAL DUTIES and RESPONSIBILITIES:

- Enters basic data related to job functions onto a computer for accurate job cost tracking
- Verifies that correct components have been issued from stock for assigned work order
- Determines assembly sequence of parts and sub-assemblies from blueprints, assembly drawings or production documentation
- Cuts, crimps and assembles wire harness assemblies from start to finish
- Sets up assembly fixtures and tools as required
- Hand solders/tins wires for assembly
- Prepares boards for conformal coating, which includes masking and hot gluing where necessary
- Applies protection for circuit boards for production, RMA dept. and customer orders; this includes but is not limited to conformal coatings, RTV and potting materials
- Examines and tests circuit boards using automated test equipment; documents failures of said circuit boards using pre-printed test sheets
- Assembles standardized units for customer orders from start to finish utilizing verbal as well as written documentation; conducts final tests and inspects said systems/units using automated test equipment
- Insures quality of workmanship and overall appearances of said systems/units
- Operate drill press as needed
- Trains co-workers on aspects relating to job functions, assembly procedures and processes
- Packages systems/units for shipping purposes
- Keeps work area neat and orderly; adheres to general cleaning procedures as deemed necessary

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.

### MINIMUM QUALIFICATIONS:

**Education:** High School Diploma or General Education Diploma (GED)

**Technical Skills:**

- Proficiency in hand soldering; high manual dexterity; ability to handle small components or parts; ability to discern and differentiate colors on color-coded parts and reference materials. Ability to perform basic data entry into a computer for the generation of record keeping reports.
- Proficiency in trouble shooting skills with the ability to read and interpret blueprint drawings, assembly drawings and electronic circuit drawings. Must possess general knowledge of electronic component values.
- Ability to speak and read the English language to interpret documents such as assembly procedures, simple to complex instructions, mechanical drawings, dimensional specifications, memos and safety rules and procedures. Ability to write simple correspondence and to write information in standard forms. Must also have the ability to effectively present information in one-on-one and small group situations relative to production, engineering and material management personnel.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to understand instructions provided in oral, written, diagram, or mechanical drawing form. Ability to work well under stress. Have the ability to adapt to problems involving several concrete variables in standardized situations.
- Ability to work well with co-workers.
- While performing the duties of this job, the employee regularly works near hot equipment and occasionally with hot machinery. The employee is occasionally exposed to risk of electric shock.
- The employee is occasionally exposed to wet and/or humid conditions and vibrations. The employee is occasionally exposed to the fumes associated with conformal coating, potting materials, wave soldering, hand soldering, various glues and adhesives, caulking and RTV applications, cleaning chemicals and compounds.
- The noise level in the work environment is usually moderate but may become heavy at times with the use of pneumatic tools and equipment

**PREFERRED QUALIFICATIONS:**

**Education:** Formal electronic training or degree

**Certifications:** IPC

**Experience:** Two years or more of related assembly

**PHYSICAL AND MENTAL DEMANDS:**

The position is in a fast-paced operations environment with deadlines requiring comprehension and working with power tools, both mechanical and pneumatic to aid in the assembly operation.

While performing the duties of this job, the employee is frequently required to sit, talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is occasionally required to stand, and/or walk. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

**WORKING ENVIRONMENT:**

Work is performed in a manufacturing environment. This position may require the employee to work near hot equipment and occasionally with hot machinery. The employee is occasionally exposed to risk of electric shock. ESD protective clothing is required to be worn in the operations area.

The employee is occasionally exposed to wet and/or humid conditions and vibrations. The employee is occasionally exposed to the fumes associated with conformal coating, potting materials, wave soldering, hand soldering, various glues and adhesives, caulking and RTV applications, cleaning chemicals and compounds.



The noise level in the work environment is usually moderate but may become heavy at times with the use of pneumatic tools and equipment

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities and requirements for this position.\*

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Employee Acknowledgement

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Date

\*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. HED, Inc. retains the discretion to add duties or change the duties of this position at any time.