

ELECTRONICS ASSEMBLER I

REPORTS TO: Assembly Supervisor

SUMMARY:

Perform Electro/mechanical assembly of high technology products requiring the use of medium level production and job shop skills. Reporting to the Assembly Supervisor, job requirements include but are not limited to meeting company workmanship standards and practices, production standards, schedules, and directed requirements in an accurate, timely and professional manner per company contracts, procedures and policies.

ESSENTIAL DUTIES, RESPONSIBILITIES, AND AUTHORITY:

1. Manufacturing electronic cabling, printed circuit board component assembly, mechanical chassis assembly, and cable/wiring routing assembly per production released drawings; positioning and aligning parts in specific relationship to each other in jig, fixture, or other holding devices, and/or tending to machines that press, shape, or wind component parts.
2. Additional responsibilities include incorporating electronic, mechanical, and commercial off the shelf components into sub and final assemblies including installation of finished assemblies or subassemblies in cases and cabinets.
3. Lines of authority:
 - The authority to generate Purchase Requests (PR)
 - The authority to make corrections and or notify personal that the work area is free of all safety violations.
 - The authority to reject defective material to MRB.
 - The authority to recommend process and procedure changes.
4. Specific tasks delegated by the VP of Manufacturing in addition to responsibilities called out in this job description.

With appropriate training incumbent be able to perform all other duties assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

Experience and Competencies

Must be able to read, interpret and comprehend Work Orders, Travelers, Bill of Materials, Kit Lists, Procedures, Work Instructions, Rework Instructions, Assembly drawings for mechanical devices, cables, printed circuit board assemblies along with sample assemblies, and/or receiving verbal instructions regarding duties to be performed.

Must have thorough understanding and ability to interpret electrical, electro-mechanical, and mechanical schematics and drawings; thorough understanding of company and aerospace industry manufacturing techniques including soldering, crimping, and electro-mechanical assembly. Ability to make input for required drawing changes and deviations. Current IPC/J-STD certification and training history is a plus.

Education

High school diploma or its equivalent with at least one year of related experience is required. AA degree preferred.

Application Software Requirements

ART has standardized on Microsoft Office. Employee must be able to operate and perform proficiently on Excel and Word. In addition employee must be proficient in the use of Art Studio and Made2Manage.

Working Conditions

Working conditions are normal for an office environment. Work may require weekend and evening work. Work may require overnight travel.

US Citizenship is required; security clearance a plus.

Approved: _____

Title: _____

Date: _____