



Position Description

Mechanical / Electrical Assembler

Position Title:

Mechanical / Electrical Assembler

Reports To:

Production Manager

Position Type:

Full-time, Regular, Non-Exempt

Direct Reports:

None

Position Purpose:

The Mechanical / Electrical Assembler is responsible for assembling, testing and modifying custom systems and assemblies. Reads and interprets instructions, uses a variety of parts and tools, and fits components together.

Essential Duties & Responsibilities:

- Assemble mechanical and electronic systems; install components, units, subassemblies, wiring, or assembly casings, using various hand tools and equipment.
- Perform manual assembly during the small-scale production of electronic components.
- Work may include fitting or soldering parts together. Some assemblies require the use of adhesives and epoxies. Assembly work is sometimes performed under a magnifying light.
- Inspect and test products to ensure conformance to specifications.
- Read and understand work instructions and electronic assembly drawings, and receive verbal instructions regarding work assignments.
- Regular and predictable attendance.
- Ability to work cooperatively with co-workers at all levels.
- Ability to work at a constant state of alertness and in a safe manner.
- Contribute to team effort by performing other tasks as appropriate and/or necessary.

Qualifications & Abilities:

- High school diploma or equivalent is required
- Strong eye-hand coordination, vision and manual dexterity to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Small hand assembly experience preferred.
- Strong attention to detail.
- Ability to follow and read work instructions.
- Basic mechanical aptitude.
- Comfortable with repetitive work.
- Able to perform basic tasks on a computer.
- Able to pass a background check and drug screen.

Physical Requirements

- The physical demands described or implied within the Responsibilities section of this job description are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- Ability to effectively interact and communicate with co-workers.
- Sit and/or stand at workbenches/workstations for long periods.
- Ability to lift and carry 25 pounds.