



## Innovators in Communications

### Job Description

**JD # 25A9A2**

**Rev:**

**Job Title:** Production Assembler

**Department:** Production

**Reports To:** Production Sup

**Prepared Date:** 16,Dec,03

**Approved By:** Production Sup

**Approved Date:** 17,Dec,03

**Summary** Assembles electronic components, sub-assemblies, products, or systems by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Reads work orders, follows production drawings and sample assemblies, or receives verbal instructions regarding duties to be performed.

Positions and aligns parts in specified relationship to each other in jig, fixture, or other holding device.

Crimps, stakes, screws, bolts, rivets, welds, solders, cements, press fits, or performs similar operations to join or secure parts in place.

Mounts assembled components, such as transformers, resistors, transistors, capacitors, integrated circuits, and sockets, on chassis panel.

Connects component lead wires to printed circuit or routes and connects wires between individual component leads and other components, connectors, terminals, and contact points.

Installs finished assemblies or sub-assemblies in cases and cabinets.

Assembles and attaches hardware, such as caps, clamps, knobs, and switches, to assemblies.

Performs intermediate assembly tasks, such as potting, encapsulating, sanding, cleaning, epoxy bonding, curing and stamping.

Tends machines that press, shape, or wind component parts.

Adjusts or trims materials from components to achieve specified electrical or dimensional characteristics.

Performs online go-not-go testing and inspection to ensure parts and assemblies meet production specifications and standards.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies :

Problem Solving - Works well in group problem solving situations.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; Responds well to questions.

Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Planning/Organizing - Uses time efficiently.

Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; **Monitors own work to ensure quality.**

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions.

Initiative - Asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out simple one- or two-step instructions.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include color vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.