



JOB DESCRIPTION

JOB TITLE: Electronics Assembler
DEPARTMENT: Electronics Assembly

FLSA STATUS: Non-Exempt
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OVERALL PURPOSE

This position is responsible to perform routine assembly operations of a repetitive nature on electronic components and subassemblies. Use samples, simple drawings, schematics, as well as written and verbal instructions to perform assembly work.

This position is required to conduct business in a professional and cordial manner that will uphold the integrity and reputation of Pine Electronics. This position maintains a thorough working knowledge of and adheres to the policies, regulations, and procedures of Pine Electronics.

Note: Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

ESSENTIAL FUNCTIONS

- Complete component preparation
- Read work orders, follow production drawings and sample assemblies
- Assemble electronic components, subassemblies, products, or systems; crimp, stake, screw, bolt, rivets, weld, solder, cement, press fits, or perform similar operations to join or secure parts in place, using hand tools, power tools, machines and equipment
- Position and align parts in specified relationship to each other in jig, fixture, or other holding device
- Operate drills and drill press
- Follow safety and environmental regulations
- Comply with Quality Management System procedures and requirements
- Cross train in machine operation and programming within other technical areas (e.g., hand soldering, wave soldering, selective soldering, automatic inspection) as directed by management

OTHER DUTIES

- Assist in maintaining inventory to ensure control of accuracy and stocking
- Rework quality defects according to specifications and standards as needed
- Complete shop routers
- Work with Enterprise Resource Planning (ERP) database system to utilize all production and manufacturing documentation
- Stockroom: pull parts, understand part numbers
- Associated recordkeeping and filing
- Housekeeping
- Perform other duties as required

SUPERVISION RECEIVED

- Supervision is **typically** received from the Electronics Manufacturing Supervisor

SUPERVISION ADMINISTERED

- This position **typically** does not require the supervision of staff



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QUALIFICATIONS

EDUCATION/EXPERIENCE AND/OR TRAINING

- HS Diploma or GED required

WORK-RELATED KNOWLEDGE

- Familiarity with basic measuring tools, electronics and mechanical assembly tools
- Knowledge of IPC/WHMA-A-620 standard
- Knowledge of practical application of IPC-A-610 workmanship standards
- Knowledge of manufacturing Quality Management (QMS) / ISO 9000 standard

KNOWLEDGE, SKILLS, AND ABILITIES

PROBLEM-SOLVING SKILLS

- Identify problems, inform others, and provide information to assist with solving the problem

VERBAL COMMUNICATION SKILLS

- Use verbal skills to communicate with co-workers

WRITTEN COMMUNICATION SKILLS

- Complete and maintain documentation/records

MATH SKILLS

- Addition, subtraction, multiplication, division, percentages, ratios

COMPUTER SKILLS

- Enterprise Resource Planning (ERP) Database
- Production software: Pick and Place (P&P), wave soldering, reflow ovens, stencil printer, automatic inspection (AOI), ovens, batch cleaning system, Cut and Clinch (C&C), customer supplied test software

MENTAL DEMANDS *typically required to perform the essential functions of this job.*

- Concentration/Attentiveness
- Read/listen and comprehend instructions/work orders
- Organize and prioritize
- Manage multiple tasks
- Relate to others

TOOLS AND EQUIPMENT *typically required to perform the essential functions of this job.*

- Hand tools: hammer, measuring devices, wrench, tweezers, box cutters, exacto blades, screw drivers, etc.
- Soldering tools: soldering iron, de-soldering equipment (solder pull it, solder wick)
- Power hand tools: saws, drill press, grinders, sanders, etc.
- Pneumatic tools: paint sprayer (conformal coating), crimp contact - semi-automatic machines, de-soldering equipment, RTV dispensing, parts prep machines, etc.



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- Motorized equipment: Vertical Reciprocating Conveyor (VRC), Pick and Place (P&P) machines, Cut and Clinch (C&C) machines, wave and selective soldering machines, batch cleaning system, epoxy dispensing equipment, etc.

PHYSICAL DEMANDS *typically required to perform the essential functions of this job.*

CONSTANTLY INCURRED (more than 75% time on job)

- Ability to sit
- Repetitive finger movement
- Ability to use both hands
- Ability to use both legs
- Repetitive twisting or pressure involving wrists or hands
- Use of depth perception
- Use of near vision
- Use of color vision

FREQUENTLY INCURRED (25 – 75% time on job)

- Ability to communicate orally
- Ability to stand
- Ability to walk
- Simple grasping
- Fine manipulation

OCCASIONALLY INCURRED (up to 25% time on job)

- Ability to carry up to 24 pounds
- Ability to lift up to 34 pounds
- Reaching at high or low level
- Ability to hear conversation
- Ability to climb stairs
- Ability to use legs/arms to climb
- Ability to stoop
- Ability to push/pull

WORKING CONDITIONS *under which the essential functions of this position are **typically** performed.*

CONSTANTLY INCURRED (more than 75% time on job)

- Exposure to lead

FREQUENTLY INCURRED (25 – 75% time on job)

- Exposure to chemicals: soldering flux, Isopropyl alcohol

OCCASIONALLY INCURRED (up to 25% time on job)

- Exposure to irritant or toxic fumes
- Exposure to grease/oils: thermal compound
- Work with machinery with moving parts



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- Work with hands in water
 - Work alone
 - Work weekly more than 40 hours per work week
 - Work a shift between 8-10 hours

PERSONAL PROTECTIVE EQUIPMENT *typically required to perform the essential functions of this job.*

CONSTANTLY INCURRED (more than 75% time on job)

- Electrostatic discharge smock
- Wrist straps
- Foot straps
- Safety glasses

OCCASIONALLY INCURRED (up to 25% time on job)

- Gloves: latex, work gloves, etc.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.

Signature of Employee

Date

Signature of Supervisor/HR Manager

Date