

 Document type: Job Description	Document Number: JD003	
Job Title: Assembler	Revision B	Authored Date: 2020-05-13

Department: Operations

FLSA Status: **Exempt** **Non-Exempt**

Job Summary: Build electro-mechanical assemblies following released procedures and perform production tests and minor trouble shooting to a variety of finished assemblies and assembled instruments.

Essential Functions: Perform diversified electro-mechanical assembly operations which include building mechanical, electrical and module assemblies following Good Manufacturing Practices. Work involves, following releases assembly and pretest procedures, building sub-assemblies having varied components, wiring cabling and harness configurations; mounting sub-assemblies into instrument cases and attaching various electro-mechanical components. Build mechanical assemblies of various types which involves assembling component parts and sub-assemblies; mounting sub-assemblies and units such as sensors, electrical components, cable assemblies, printed circuit boards, hardware, wiring, plates, pumps, valves, and similar items onto base plates, and installing various harness assemblies to final instruments/subunits. Instrument pretest using preparatory software and inspect equipment. Read assembly and test procedures. Fill out, sign and date all assembly documentation, (travelers, test summary sheets, Non-Conforming Materials, etc.). Review assembly procedures as required and suggest changes through the appropriate process. Follow all implemented Lean Manufacturing Techniques and Barcoding process. Regular and reliable attendance. Perform other work related duties as assigned.

Supervisory Responsibilities: None.

Success Factors: Ability to work independently with little direction. Dependable and attention to details oriented. Able to prioritize multiple tasks from multiple sources. Highly organized. Willing to take on a variety of tasks.

Minimum Qualifications / Education: High School diploma or educational equivalent sufficient to demonstrate required competencies; Ability to work in a controlled manufacturing environment.

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Computer Skills: Ability to use Microsoft Office (Excel, Word, Access, Outlook - basic level) and to learn to use preparatory software. Basic knowledge of networking (logging, searching, saving test data into a specific network folder). Ability to use Inventory and Manufacturing Barcoding system, using workstations and fixed barcode scanners.

Work Environment: Manufacturing Floor.

Physical Requirements: Must be able to meet National Institute for Occupational Safety & Health (NIOSH) Standards.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
 (Employee's Name - PRINT Name)

 Employee's Signature Date: _____
 YYYY-MM-DD

 Supervisor's Signature Date: _____
 YYYY-MM-DD