

RBB
Job Description

Job Title: Assembly Specialist
Department: Production
Reports To: Production Manager
FLSA Status: Non-exempt
Prepared By: Ross Lilley 2/1/2012
Revisions: 3/13/2018 (RA)

SUMMARY:

An assembler assembles and solders circuit boards, wire assemblies, and small panel units in accordance with RBB quality requirements and standards. Prior experience in electronics is preferred.

ESSENTIAL FUNCTIONS AND DUTIES: include the following. Other duties may be assigned.

- Follow assembly procedures, parts layouts, or other documentation in accurately assembling items.
- Assemble, wire & solder circuit boards and small panels properly with correct components according to documentation.
- Clean and coat circuit boards as needed.
- Machine boxes, circuit boards when needed.
- Operate machines to cut, strip, tin wire and crimp on terminals.
- Keep work bench and area neat and clean.
- Observe safety standards in work areas.
- Follow guidelines for workmanship standards.
- Write procedures, keep documents current, follow procedures, & fill out documentation.
- Prep & check boards and parts, and set up line.
- Secure proper product inspections.
- Inspecting and repairing post wave boards.
- Use of hand and power tools.
- Set up of Production equipment (swage press).
- Communicate information and issues to the appropriate people.
- Solder and de-solder using various types of solder and equipment.
- Encapsulation of assemblies (potting).

SUPERVISORY RESPONSIBILITIES: None.

ACCOUNTABILITIES AND BASIS FOR EVALUATION:

- Assembly accuracy.
- Best Practices Execution.
- Written procedure execution.

JOB SPECIFICATIONS AND QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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 Experience:

- High School diploma or equivalent.
- Prior experience with electronics manufacturing preferred.
- Must be able to identify colors and small part numbers
- Ability to read schematics helpful.
- Ability to work without close supervision.
- Ability to work well with small parts.
- Ability to identify various electronic components preferred.
- Ability to get along with others in work environment.
- Ability to work on multiple projects.
- Ability to communicate well and work closely with others.
- Ability to read & understand procedures, layouts.
- Knowledge of skills required to Solder boards and wire harnesses preferred.

Physical requirements and work conditions:

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.

- While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires sitting, standing, walking, bending, kneeling, stooping, crouching, and reach with hands and arms; all day.
- The employee must regularly lift and move up to 10 pounds, frequently lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.