

Job Description

Electronic Assembler AA

Department: Assembly	Job Grade: Non-Exempt
Reports To: Assembly Supervisor	Job Location: Horseheads, NY

SUMMARY

Performs assembly of electrically controlled units, panels, consoles, harnesses, sensors and related accessories.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Additional duties may be assigned.

- Reads and follows simple mechanical blueprints.
- Assembles and wires subassemblies and machine level assemblies.
- Accesses ERP system for part status and accesses part drawings using part viewing programs.
- Reads and follows complex wiring diagrams and schematic and ladder diagrams of complex subassemblies and at the machine assembly level.
- Uses diagnostic tools to test and troubleshoot subassemblies and machine level assemblies during functional testing as needed.
- Performs complex assembly operations while adhering to routing times ensuring that time is used efficiently.
- Uses multi-meters and standard test equipment.
- Uses basic hand tools (cutters, strippers, crimpers, etc.).

BASIC DUTIES & RESPONSIBILITIES include the following. Additional duties may be assigned.

- Records accurate timekeeping of daily activities as required (direct/indirect hours).
- Assists with writing required work instructions.
- Retrieves parts as needed from pick list.
- Repairs machines or equipment at the subassembly level.
- In cooperation with engineering, ensures that necessary work instructions are written and properly maintained.
- Executes required ISO and written work procedures.
- Facilitates the implementation of new processes and procedures as needed.
- Provides technical oversight or mentoring and assumes responsibility for teaching new employees how to perform operations correctly.
- Maintains a clean and safe work environment by adhering to the safety guidelines and procedures outlined by the company.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

TRAVEL

Occasional travel may be required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) is required with 2 to 4 years relevant experience preferred; or combination of education and experience in an industrial, military, or vocational training setting may be acceptable.

QUALIFICATIONS

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

Job Description

LANGUAGE SKILLS

Ability to read and interpret documents in English, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to produce routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic math such as addition, subtraction, multiplication, division, fractions and decimals.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

COMPUTER SKILLS

Basic knowledge of ERP system, Windchill and FastLook.

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 stand; use hands to touch, handle, or feel; reach with hands and arms; and talk and hear. The employee is frequently required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently move up to 25 pounds and occasionally move up to 40 pounds. Common sense should be used, if the item is more than can lift comfortably get help and/or use a forklift or hoist. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 frequently exposed to moving mechanical parts. The employee is occasional exposed to risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

Employee Signature: _____

Date: _____