



JOB TITLE: Assembler

JOB DESCRIPTION: An entry-level position whose primary function is to perform various tasks associated with the assembly of timer circuit boards while learning the skills needed for job progression.

REPORTS TO: Production Manager.

RESPONSIBILITIES INCLUDE (but are not limited to):

- › Operate hand cut and crimp tool.
- › Begin learning to read and understand assembly diagrams to properly build timers.
- › Learn to read resistor codes, directionals, and identify components such as: diodes, capacitors and other similar components.
- › Hand-populate timer basic circuit boards.
- › Operate the component locator machines.
- › Trim component leads after assembly with hand held tools.
- › Perform all tasks in a safe manner, consistent with Company Policies and Procedures.
- › Maintain a clean and neat work environment.
- › Meet production requirements.
- › Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

- › Good hand and eye coordination.
- › Ability to interact with others as a team member in a positive and professional manner.
- › Ability to lift 25lbs.

CREDENTIALS/EXPERIENCE:

- › High school graduate
- › Prior experience in a manufacturing environment preferred.

SKILLS NEEDED:

- › Effectively operate appropriate hand tools.
- › Effectively operate cut and crimp tools.
- › Be able to read and understand appropriate assembly diagrams.
- › Effectively hand populate basic timer circuit boards.
- › Meet acceptable production rates.