
IDENTIFICATION:**09-19-2024**

Job Title: Electro-Mechanical Assembler

Department: Production

Position: Regular Full-Time

Status: Non-Exempt

SUMMARY:

Duties include mechanical fabrication of parts for various subassemblies, assembly of opto-mechanical instruments, assembly and alignment of electro-optical systems, production of sub-assemblies for integration into final production while working within the assigned production cell, and some surface mount SMT assembly is required.

Qualified candidates must be able to identify components and work from detailed assembly drawings and or work instructions. Electronic wiring for sub-assembly and power supplies is also required.

Must have a positive attitude & strong work ethic. The successful candidate will be a responsible, hard-working, trustworthy, and dependable person who can maintain a neat and orderly work area.

WORK PERFORMED:**Production:**

- Fabricate cables and light wiring.
- Perform system interconnections from a schematic or wiring diagram.
- Mechanical assembly and alignment of electro-optical systems.
- Production of sub-assemblies for integration into the final product.
- Read and interpret detailed drawings.
- Assembly of thru-hole printed circuit board.
- Identify components and work from detailed assembly drawings.
- Electronic wiring for sub-assembly and power supplies.
- Final test and calibration of instruments.

General Duties:

- Other duties as assigned

REQUIREMENTS:Experience:

- 3 to 5 years of previous experience in a similar setting
- Previous experience with work instructions or work process documentation is preferred.

Education:

- An associate degree or equivalent is preferred.

Skills:

- Basic to intermediate computer skills
- Mechanically inclined and good with your hands
- Knowledge of MS Office preferred
- Good communication and interpersonal skills
- Attention to detail, self-starter, organized

WORKING CONDITIONS:

Shared office space. Regular interaction with other employees, engineers, and departments. Required to work business hours and non-business hours during heavy demand periods.

PHYSICAL DEMANDS:

- 50% of the time is spent standing and moving around the production area
- Must be able to lift 40 to 50 pounds

HOURS:

Monday thru Friday

7:00 a.m. to 3:30 p.m.

Additional hours during heavy demand periods.