

## **Laser Technology, Inc.**

### **Job Description**

**Job Title:** Electronic / Mechanical Assembler  
**Department:** Production  
**Reports To:** Production Manager  
**Prepared By:** Chris Budden  
**Prepared Date:** 09/2009

#### **SUMMARY**

The **Electronic / Mechanical Assembler** will prepare and assemble electronic components and subassemblies of routine complexity in a production environment. Work may be performed under a microscope while using small hand tools. Monitors work-in-process or completed work, may need to disassemble, modify, and rework as required. This position continually rotates through a variety of manufacturing processes, performing all types of tasks in a cell/team environment.

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

- Soldering printed circuit boards and various types of connections. Assembly of mechanical components using prints or written instructions.
- Bolts, clips, screws, cements, or otherwise fastens parts together.
- Works at different work stations as production needs require.
- Reads work orders, following production drawings and sample assemblies, or receives verbal instructions regarding duties to be performed.
- Inspects parts, assemblies and products throughout the production process.
- Attends, passes, and participates in various training programs such as OSHA and related safety classes, quality classes, production techniques classes and workshops, etc.
- Performs other related tasks that includes, housekeeping tasks required to keep work area clean and organized and other duties and special projects as assigned.
- Observes all safety rules and regulations including wearing protective equipment when required. Reports any unsafe conditions to management.
- Demonstrated ability to handle various small hand tools. Must be able to use a microscope. Ability to identify root cause of assembly related discrepancies/issues, and communicate to supervisor and/or lead.
- Must ability to work as part of a team and coordinate with other employees as required.

#### **Requirements**

- 2 years experience in electronic/mechanical assembly and soldering experience within the past 12 months is required.
- Candidate must be able to demonstrate soldering proficiency.
- Must be able to be ready to perform the job tasks at the assigned starting time.
- High School diploma or equivalent is required.
- Must be able to support overtime as required.
- Good English communication skills.
- Assembly certification a plus!

**\*\* CANDIDATES WILL NOT BE CONSIDERED FOR THIS POSITION WITHOUT 2 YEARS PRIOR EXPERIENCE IN ELECTRONIC/MECHANICAL ASSEMBLY AND SOLDERING\*\***