FIRST AND SECOND SHIFT POSITIONS AVAILABLE

Surface Mount Technology Manufacturing Group

Job Description

The Surface Mount Technology (SMT) Manufacturing Group encompasses the following areas:  PNP Operation, Screen Printer Operation, I-10, Reflow Oven,

Summary:
Tends computer controlled machines that automatically insert electronic components onto lands of PCBs; set up and operate PNPs, screen printers and reflow ovens; performs quality inspections per industry standards; performs process and set up verifications for quality; performs component reel up/down; performs rework as necessary.

All employees in the SMT Manufacturing Group are required to be crossed trained and able to successfully perform job duties in all areas based on their level of expertise.  All levels will complete basic required trainings in Company Culture, General Operations, Safety and Manufacturing per Human Resource & Management checklist

SMT job levels are:  Entry Level, Intermediate Level, Advanced Level, Expert Level and Advanced Expert Level. Employees advance through job levels by completing required trainings within specified time frames.  All requirements must be met in current job level before advancing to next job level.

Entry Level

Set up & operation of all machines in the work cell
Component material handling & storage
Daily & routine maintenance of cell area equipment
Work folder data, use & operation
Review and understanding of how to achieve daily goals & objectives
Complete IPC trainings and pass written test
Complete SMTA trainings as assigned and pass written test
Work with assigned mentor for minimum of 90 days
Able to explain SMD assembly process from start to finish
Able to address minor troubleshooting issues

Team member will be able to operate all machines and equipment in SMT area under the supervision of mentor. Will be able to demonstrate operation of equipment under mentor observation and complete checklist pertaining to machines and operation.

**Intermediate Level**

Will be able to operate all machines and equipment without supervision of mentor.
Will complete test out/demonstration of skills for effective operation of all work cell machines and quality standards prior to running unsupervised.
Meets Quality Control standards
Meet 85% efficiency levels
Will complete online SMD SMTA training in reflow, printing, machine operation and washing and pass written test
Will demonstrate proficiency in manufacturing processes as determined by mentor
Ability to troubleshoot machine and process problems
Basic programming skills of SMD Equipment
Has completed, passed and demonstrated competency of at least the first 50% of required training for Intermediate and Advance level

**Advanced Level**

Will complete SMD process troubleshooting training
Will meet all Quality Control requirements
Meets minimum of 95% efficiency levels
Will pass 100% of all required training, testing, and demonstration of skills

**Expert Level**

Functions as mentor to Entry Level Employees
Programming training passed and demonstrated for all cell area equipment.
Ability to troubleshoot all machines and process problems
Attend and pass advanced SMTA training class to obtain SMT Process certification
Meet or exceeds QC and Efficiency goals on consistent basis
Participate in formulation of Continuous Improvement Plans

**Advanced Expert Level**

Ability to set up oven profiles
Ability to establish process guidelines
Ability to troubleshoot process defects/issues
Acts as cell lead or assistant cell lead
Participate in formulation of Continuous Improvement Plans

RESPONSIBILITY FOR QUALITY
The employee has the responsibility for quality as specified in the Quality Manual, Standard Operating Procedures, and Work Instructions and any verbal or written instructions. These responsibilities include:

1. Ensure compliance to ISO requirements
2. Initiate action to prevent occurrence of any non-conformities relating to product, process, and quality systems.
3. Identify and record any problems relating to the product, process, and quality system.
4. Initiate, recommend, or provide solutions through designated channels.
5. Verify the implementation of solutions.
6. Control further processing, delivery, or installation of non-conforming product until the deficiency or unsatisfactory condition has been corrected.

Employees will insure their conformance to customer requirements documented and set forth in the job folders. Industry standards are to be used and followed to supplement the customer information.

ESSENTIAL FUNCTIONS
This position is non-sedentary. It is essential that employees have the physical and mental stamina and ability to move throughout the manufacturing area quickly and safely, to operate all equipment related to their job duties efficiently, safely, properly and accurately and to provide the highest level of customer service to both internal and external customers.

Employees must have the physical and mental ability to perform all of the following tasks:

- The ability to stand and/or sit for extended periods of time.
- The ability to lift 25/50 pounds regularly.
- The ability to use microscopes and/or magnifying devices
- The ability to work in a manufacturing setting.
- The ability to operate and use all equipment located in the SMT Manufacturing area.
- The ability to read, write and count accurately to complete all documentation.
- The ability to successfully complete training process.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.