PART TIME AND FULL TIME POSITIONS AVAILABLE.

Job Title: Manufacturing Associate
Department(s): Production
Reports To: Work Cell Lead

SUMMARY
Prepares, assembles, inspects, solders and repairs electronic systems, assemblies, subassemblies, components, and parts for conformance to specifications. Performs inspection of in process and finished products and reworks printed circuit boards. Assignments for these duties will be made contingent on successful completion of training for each operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include reading job folders, following production drawings, sample assemblies, written instructions or verbal instructions to perform the following duties. Other duties may be assigned:

Uses various tools to bend and form component leads to appropriate lengths and forms for assembly standards.

Performs a variety of pre-assembly duties such as assembling heat sinks to components, cleaning/priming surfaces, adhesive bonding, and labeling and marking.

Mounts assembled components, such as transformers, resistors, transistors, and capacitors, and positions and aligns parts in specified relationship to each other in PCB.

Solders leads, joints, and components during the assembly process and during rework of defective or damaged board assemblies.

Identifies and repositions or moves misaligned, damaged, or missing components or broken circuitry.

Removes excess solder from connections and component holes and cleans soldering tips with chemical compounds.

Examines PCB circuitry to detect defects such as shorts, breaks, excess or missing solder, scratches, cracks, and incorrect layout.
Examines production documents to ensure all assembly, inspection & testing steps were performed according to specifications.

Records inspection data such as serial number, type and percent of defects, and rework required.

Examines assembly, under a magnifying lamp or other device, to detect defective or missing components, soldering work, or layout.

SUPERVISORY RESPONSIBILITIES
None

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 9001 requirements.
2. Initiate action to prevent occurrence of any non conformities related 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 nonconforming product until the deficiency or unsatisfactory condition has been corrected.

Employees will ensure 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.