



**Available Position**

## **Electro Mechanical Assembler**

**Reports to: Manufacturing Engineer**

### **Job Responsibilities/Activities:**

Perform various electro-mechanical assembly functions, including, but not limited to mechanical alignment processes, electro-mechanical assembly of piece parts, sub-assemblies, and final assemblies. Work in conjunction with other Electro-Mechanical Assemblers, Production Technicians, Manufacturing Engineering, Quality Engineering, Purchasing and Planning to successfully achieve Precision Technologies' delivery commitments and quality requirements.

Assembles, repairs, and integrates precision electro-mechanical sub-assemblies utilizing schematics, engineering drawings, written and verbal instructions.

Prepares various electro-mechanical piece parts for assembly via ultrasonic cleaning, epoxy bonding, and parts prior to assembly.

Helps identify problems with assemblies, generates Non-Conforming Material Reports to document issues.

Works with Manufacturing Engineering to identify solutions and supports the implementation of solutions.

Works with Quality Engineering on continuous improvement of established assembly and quality management processes.

Streamlines existing assembly/integration processes by collaborating with Manufacturing Engineering and Quality Engineering to analyze current processes; presents recommendations for improvement.

### **Qualifications:**

#### ***Technical Knowledge/Skills/Abilities Required***

Proficient with hand tools such as wrenches, screwdrivers, wire cutters, wire insulation strippers, tweezers.

Ability to learn how to operate ultrasonic cleaning tanks, and critical cleaning processes to reduce FOD (Foreign Object Debris) in assemblies.

Ability to read, interpret and work from assembly drawings, work instructions, and parts lists.

Basic math and mechanical aptitude.

Able to utilize basic computer functions to navigate through manufacturing databases and directories.

### Competencies

Acute attention to detail.  
Good analytical ability.  
Able to perform tasks with high level of quality/quantity and in a timely manner to meet production schedules.  
Able to work successfully in a team environment as well as independently.  
Versatility, flexibility, and a willingness to work within constantly changing priorities.  
Good judgment with the ability to make timely and sound decisions.  
Must be able to work well under pressure and interact professionally with others.

### Physical Requirements

Able to lift and/or move up to 30 pounds.  
Able to spend considerable time standing, bending, twisting and kneeling while building a variety of assemblies.  
Excellent hand-eye coordination.  
Able to grasp and forcefully grip to use tools.  
Vision abilities required include: close, distance, color, depth, and ability to adjust focus; able to use a microscope.

### Work Environment

Typical production environment.  
Some stress associated with production deadlines.  
Some risk of exposure to electrical shock and commonly used chemical compounds such as epoxy, denatured alcohol, and acetone.

### Minimum Qualifications

Education – High School diploma.  
Experience – 3 years of electro-mechanical assembly experience, utilizing basic hand tools, torque wrenches, soldering irons, and standard production tooling & fixtures.  
Technical school training is a plus