

American Precision Electronics, Inc. 25W624 St. Charles Road Carol Stream, IL 60188 630-510-8080 Fax: 630-510-8084 e-mail: general@ape-inc.net	Forms	Document#: F1100	
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	Title: Job Description		

Job Description for: Auxiliary Assembler

Perform variety of routine tasks to assist in production activities. Assembles sub-components and mechanically inserts and fastens components into electrical and electronic assemblies.

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Tasks

- Assembles systems and support structures, and installs components, units, wires, cables, and printed circuit boards, following specifications and using hand tools, arbor presses, and power tools.
- Examines product to verify conformance to company/customer standards.
- Fabricates and forms parts, coils, and structures according to specifications, using calipers, drivers, cutters, and files.
- Depanelizes arrays into individual assemblies.
- Apply and/or remove tape and peelable mask from printed circuit boards.
- Trim leads of components on the printed circuit board after wave soldering process.
- Apply heat sink compound and RTV/epoxy on parts and printed circuit boards.
- Cleans parts, using cleaning solution, airhose, and/or brush.
- Inserts parts into partial assembly, during various stages of assembly to complete product.
- Counts finished product to determine completion of production order.
- Assists or confers with supervisor or engineer to plan and review work activities and to resolve production problems.
- Other duties as assigned by supervisor.

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Knowledge

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of electronic equipment or assemblies.

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Skills

Installation — Installing parts, equipment, machines, or wiring to meet specifications.

Mechanical Application — utilizing mechanical knowledge and tool application to process boards to specification.

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Abilities

Manual Dexterity/Steadiness — The ability to steadily and quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.

Dynamic Strength — The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.

Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Dynamic Flexibility — The ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

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Work Activities

Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with

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laws, regulations, or standards.

Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written form.

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Work Context

Indoors, Environmentally Controlled — 100% of the time

Spend Time Making Repetitive Motions — 95%

Spend Time Sitting/Standing — 80%/20%

Exposed to Hazardous Equipment or Chemical — 5% of the time. Occasionally when doing maintenance or coating assemblies.

Wear Common Protective or Safety Equipment such as Safety Shoes, Glasses, Gloves, Hearing Protection, Hard Hats, or Life Jackets — ESD equipment all the time and safety glasses and gloves when handling coating compounds or using cutting equipment.

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Job Zone

Title Job Zone One: Little or No Preparation Needed

Overall Experience No previous work-related skill, knowledge, or experience is needed for this occupation.

Job Training Employees usually need anywhere from a few days to a few months of training involving informal training with experienced workers.

Education This occupation does not require college or vocational training; a high school education is recommended.

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Training Requirements (QMS)

Product Identification and Traceability – QP 7.5.3

Control of Nonconforming Material – QP 8.3

Manual Cutting and Forming – WI 7.5.1.80

Pre-Wave Panel Masking and Tape Application – WI 7.5.1.310

ESD Protection – WI 7.5.5

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I have received and understand this job description: <u>Auxiliary Assembler</u>.		
_____	_____	_____
Print Name	Signature	Date