

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: Pre-wave Assembler

Assemble or modify electrical or electronic components in or for printed circuit boards assemblies.

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Tasks

- Inserts components and units in holes at the proper locations of printed circuit boards, following specifications and using hand tools as needed.
- Inspects components to detect correct orientation and placement, and adjusts, repairs, or replaces component parts to ensure conformance to specifications.
- Fabricates and forms parts, coils, and structures according to specifications, using calipers and cutters.
- Applies mask compound and Kapton tape at specified locations of assemblies.
- Positions, aligns, and adjusts workpieces and electrical parts to facilitate wiring and assembly.
- Assists or confers with supervisor or engineer to plan and review work activities and to resolve production problems.
- Marks and tags component bins to track and identify stock inventory.
- 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.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

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

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Skills

Installation — Installing parts or wiring to meet specifications.

Quality Control Analysis — Conducting inspections of products or processes to evaluate quality or performance.

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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.

Wrist-Finger Speed — The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Near Vision — The ability to see details at close range (within a few feet of the observer).

Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

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Work Activities

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

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

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

Identifying Objects, Actions, and Events — Identifying information by categorizing,

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estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

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Work Context

Indoors, Environmentally Controlled — 100% of the time

Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls — Daily.

Importance of Being Exact or Accurate — Very important.

Spend Time Sitting — 95% of the time

Exposed to Hazardous Equipment or Chemical — Rarely.

Spend Time Making Repetitive Motions — 95% of the time

Wear Common Protective or Safety Equipment such as Safety Shoes, Glasses, Gloves, Hearing Protection, Hard Hats, or Life Jackets — ESD equipment all the time.

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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

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Control of Nonconforming Material – QP 8.3

Pre-Wave Panel Masking and Tape Application – WI 7.5.1.310

Pre-Wave Assembly-Line Work Center – WI 7.5.1.340

Slide-Line Holding Area for Partially Assembled Panels – WI 7.5.1.370

ESD Protection – WI 7.5.5

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