



## Job Description

**Job Title:** Mechanical Assembly Associate  
**Department:** Mechanical Assembly  
**Reports To:** Mechanical Assembly Supervisor  
**FLSA Status:** Non-exempt

**Summary** Assembles electronic components, subassemblies, products, or systems by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Reads work orders, follows production drawings and sample assemblies, or receives verbal instructions regarding duties to be performed.

Positions and aligns parts in specified relationship to each other in fixture, or other holding device.

Crimps, stakes, screws, bolts, rivets, welds, solders, cements, press fits, or performs similar operations to join or secure parts in place.

Mounts assembled components, such as transformers, resistors, transistors, capacitors, integrated circuits, and sockets, on chassis panel.

Connects component lead wires to printed circuit or routes and connects wires between individual component leads and other components, connectors, terminals, and contact points.

Installs finished assemblies or subassemblies in cases and cabinets.

Assembles and attaches hardware, such as caps, clamps, knobs, and switches, to assemblies.

Performs intermediate assembly tasks, such as potting, encapsulating, sanding, cleaning, epoxy bonding, curing, stamping, etching, impregnating, and color coding parts and assemblies.

Tends machines that press, shape, or wind component parts.

Adjusts or trims materials from components to achieve specified electrical or dimensional characteristics.

Performs testing and inspection to ensure parts and assemblies meet production specifications and standards.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, schematics and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Other Skills and Abilities**

IPC610 & IPC620 Training

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.