



Job Description

Job Title: Assembler
Department: Production
Reports To: Production Group Leader
FLSA: Non-exempt

Summary: Performs repetitive bench or line assembly operations. Assembles components, subassemblies, products, or systems by performing the following duties.

Essential Duties and Responsibilities include the following:

- ❑ 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 jig, 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 online go-no-go testing and inspection to ensure parts and assemblies meet production specifications and standards.
- ❑ Performs in process inspection and records statistical process control data as required.
- ❑ Other duties as assigned.

Education and/or Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires a high school diploma or general education degree (GED), six months related experience and/or training, or equivalent combination of education and experience. This position also requires that employees possess and/or demonstrate the relevant competencies as outlined in Delta's Competency Matrix.

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 talk and/or hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate.