



Job title	<i>Electronic Assembler</i>
Reports to	<i>Production Manager</i>

Job purpose

Responsible for assembling electronics through standard concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Assembly of electrical and electronic assemblies using standard shop procedures, mechanical drawings, and other written or verbal instructions. Performs a variety of tasks and works under direct supervision.

Duties and responsibilities

- Perform all operations related to the production of electronic products including preparing and installing components into printed circuit boards
- Read work orders, follow production drawings and sample assemblies, or receive verbal instructions regarding duties to be performed
- Perform wire cutting, stripping, dressing ends and other simple cable operations
- Perform mechanical assembly of final assemblies and sub assemblies
- Solder wires and other electronic components into printed circuit boards using hand tools, power tools, machines and equipment as required
- Perform assembly operations or inspection under microscope or other magnifying device as required
- Input production information into computer using barcode system and verify related transactions
- Perform intermediate assembly tasks, such as potting, encapsulating, sanding, cleaning, epoxy bonding, curing, arbour pressing
- Performs on-line go/not-go testing and inspection, using magnifying devices, measuring instruments, and electronic test equipment to ensure parts and assemblies meet production specifications and standards (ex. IPC 610)
- Perform other related duties as assigned
- Requires flexibility and understanding that all staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Company

Qualifications

- High school diploma an asset
- College electronic assembly courses an asset
- Good soldering skills using standard alloys as well as lead-free alloys
- Familiarity with IPC-A-610, *Acceptability of Electronic Assemblies*
- Ability to read and interpret drawings

- Must be able to read, understand and interpret written and/or verbal instructions and have good communication skills in English
- Ability to deal with changing priorities on a daily basis
- Ability to work closely with a team of other assemblers
- Ability to work using a microscope
- Prefer at least 3 years of recent electronic assembly experience

Working conditions

- Shift work including days or evenings as required
- Seated hand assembly operations less than an arm's length away on both sides of fellow assemblers
- Moderate exposure to machinery and chemical risks is anticipated

Physical requirements

- Detailed work requiring continuous fine motor skills and repetitive motion
- Lifting of a minimum of 15 lbs. is required. Lifting is generally at or below 30 lbs. without significant repetitions

Direct reports

None.
