

## Job Description

Position: **Electro-Mechanical Assembler (Irvine)**

Status: Full Time, Hourly, Non-Exempt

Reports to: Operations & Production Supervisor

### Work environment

This job operates primarily in a non-air-conditioned electronics assembly and manufacturing work environment. Duties involve the use of electrical and pneumatic power tools.

This job requires work primarily in an office environment. Strong command of both written and oral English communications is required.

### Duties and Assignments

#### Essential functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Assemble various assemblies in accordance with established workmanship standards and assembly documentation.
- Other duties: This job description is not designed to be a comprehensive list of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### Position Type and Expected Hours of Work:

- This is an Hourly, Non-Exempt position.
- It is a Full-Time, 40-hours-per-week position, consisting of a current work schedule of Monday through Friday, 6:00am to 2:30pm Pacific.

### Skills/Qualifications

- Must be able to read assembly drawings (blueprints) and material lists (Bills of Materials, otherwise known as BOM's).
- Must be able to work with hand tools and small power tools including screw drivers, ratchet wrenches, wire crimpers, terminal luggers, soldering iron, etc.
- Must be familiar with basic electrical and mechanical workmanship standards.

### Education/Experience

- This position requires a High School or General Educational Development diploma and 1 to 2 years of related experience.

## Physical Demands

### **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. While performing the duties of this job, the employee is regularly required to stand and push/pull carts with product. Lifting is required with single person lifting requirements limited to less than 35 pounds, in excess of that to be lifted using multi-person lift or lifting devices.

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