



## Electronics Assembler I

**Department:** Production

**Reports To:** Production Manager

### Summary

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

### Duties & Responsibilities

*Detailed below are duties and responsibilities of the position; 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 jig, fixture, or other holding device.
- Crimps, cuts, screws, bolts, solders, cements, press fits, or performs similar operations to join or secure parts in place or de-solders to remove parts.
- Mounts components, such as transformers, resistors, transistors, capacitors, integrated circuits, and sockets, on printed circuit boards.
- Tends machines that press, shape or drill component parts.
- 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.
- Adjusts or trims materials from components to achieve specified electrical or dimensional characteristics.
- Performs pass/fail testing and inspection to ensure parts and assemblies meet production specifications and standards.
- Keeps work areas clean and well organized.
- Other duties may be assigned.

## **Qualifications**

To perform this job successfully, the 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**

Must have assembly or production background in Electronics or related field.

Must have one-year certificate from college or technical school; or three to six 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, 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 calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **Certificates, Licenses, Registrations**

Valid Florida driver's license

## **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; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus and see color variations.

## **Work Environment**

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

TDT is a nonsmoking environment.

*To apply, email a cover letter and a copy of your resume to [hr@tdt.com](mailto:hr@tdt.com) and include the job title in your cover letter.*