



Electronics Assembler III

Department: Production

Reports To: Production Manager

Summary

Assembles, tests, and repairs 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.

- Positions and aligns parts in specified relationship to each other in jig, fixture, or other holding device.
- Connects component lead wires to printed circuit or routes and connects wires between individual component leads and other components, connectors, terminals, and contact points using soldering, or related bonding procedures and equipment.
- Performs intermediate assembly tasks, such as potting, encapsulating, sanding, cleaning, epoxy bonding, curing, and color coding parts and assemblies.
- Performs pass/fail testing and inspection, using magnifying devices, measuring instruments, and electronic test equipment, to ensure parts and assemblies meet production specifications and standards.
- Performs assembly operations under microscope or other magnifying device.
- Performs fine detail work on surface mount assemblies. Identifies opens, shorts, and poorly soldered joints on all SMT package types. Uses convection de-solder to remove SMT parts; replaces parts as required.
- Reads diagrams and assembly and schematic drawings, and receives verbal and written instructions regarding work assignment. Installs components and parts such as switches, transformers, transistors, sockets and integrated circuits on printed circuit boards, panels, and other units. Crimps, cuts, screws, solders or press fits to mount parts in place or de-solders to remove parts. Routes and attaches wires and connectors to form circuitry and connects assembly to power supply sources. Completes assembly process by attaching hardware and sealing unit.
- Performs pass/fail testing and inspection to ensure functional performance of parts and assemblies meet production specifications and standards. Connects unit to test equipment such as frequency meter, spectrum analyzer, or TDT software program. Analyzes test results on defective units to determine cause of failure. Replaces or repairs defective components, subassemblies and wiring as needed. Enters information on production records, logs, and other report forms.

- Notifies the Production Manager if specific tools are needed to complete a task and should inventory levels fall to insufficient levels.
- Follows a production schedule and budgets time to meet production deadlines. Communicates with the Production Manager if unable to meet deadlines.
- Operates a variety of machines such as drill press, grinder, solder pot, and air compressor. Follows company approved safety practices and policies. Reports any hazards or safety issues to management.
- Responsible for maintaining work area and production department 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

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months' to one year's related experience and/or training; or equivalent combination of education and experience. Must also have assembly or production background.

Language Skills

Ability to read and interpret documents such as procedure manuals, safety rules, technical procedures, and operating and maintenance instructions. 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 in a variety of 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 the 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 and include the job title in your cover letter.