

JOB DESCRIPTION

TITLE: Masking/Epoxy Operator
DEPT.: Conformal Coat

REPORTS TO: Group Leader/Supervisor
JOB STATUS: Non-Exempt, Range 3

PURPOSE OF THE POSITION

To start up and run jobs on the masking/epoxy machines to completion as indicated in customer specifications.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Starts up machine and runs the job until complete as indicated by customer specifications
- Inspects work to ensure masking/epoxy is in correct locations and keep out areas, as required, are properly masked to prevent conformal coating in these areas per customer requirements
- Responsible for running and monitoring the quality of product
- Contributes to maintaining a safe work environment by following safety policies and procedures and by reporting any safety concerns and participates in the scheduled stretch breaks to ensure a safe work environment
- Accountable for accepting responsibility for quality aspects of the job by actively participating in quality efforts by supporting Altron Inc.'s quality policy
- Responsible for compliance to Altron's Quality Management System and other regulatory and statutory requirements as required by the customer
- Authority to stop production when nonconformances are noted
- Accountable for accepting responsibility for continuous on the job training by actively participating in training put on by designated Altron employees and/or any outside service

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Responsible for tracking time spent on specific jobs by recording time on a time sheet

JOB SPECIFICATIONS

- Education: High School Diploma or General Education Degree (GED)
- Experience: 1-3 years experience preferred
- Mental Demands: Some basic troubleshooting on machines, reading documents such as blueprints, bill of materials, workmanship standards, equipment procedures and other related documents
- Physical Demands: the employee is regularly required to sit and/or stand while performing tasks requiring high manual dexterity for up to 8 hours per day. Must regularly lift, push and pull 10 to 40 pounds. Specific vision abilities required include close vision, color vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Equipment Used: Masking/Epoxy CNC machines, Air Syringe, basic hand tools and handling of Latex materials

*This job description is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

I have received a copy of my job description and I am aware of my responsibilities and authorities.

Employee's Signature

Date