

## JOB DESCRIPTION

**TITLE: Line Operator**  
**DEPT.: Conformal Coat**

**REPORTS TO: Group Leader**  
**JOB STATUS: Non-Exempt, Range 1**

### **PURPOSE OF THE POSITION**

To assist with Mask/Epoxy and Conformal Coating operations for the purpose of providing environmental protection for printed circuit boards to ensure a quality product as specified in customer instructions.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Inspect printed circuit boards for epoxy cure, bubbles and voids in epoxy using established procedures to ensure product quality
- Assist conformal coating machine operators by loading boards into machines, applying conformal coating to areas of the printed circuit board that the machines cannot, managing boards going through UV ovens, unloading boards from fixtures and assist with masking removal as specified by customer, following established procedures
- 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
- Responsible for tracking time worked on specific jobs by legibly record time on time sheets
- 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

### **JOB SPECIFICATIONS**

- Education: High school diploma or general education degree (GED)
- Experience: None required
- Mental Demands: Understanding written quality procedures as directed by company and customer
- Physical Demands: the employee is regularly required to sit and/or stand while performing motions requiring high manual dexterity for up to 8 hours per day. Must regularly lift, push and pull 10 to 70 pounds. Specific vision abilities required include close vision, color vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Equipment Used: PVA 2000, Conformal Coating machine, PVA 650, Conformal Coating machine, PVA UV 1000, Ultraviolet Curing Oven, paint brushes, toothpicks, tweezers, soldering iron (for removal of conformal coat)

\* 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.

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Employee's Signature

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Date

Date: 07/25/2017