

JOB DESCRIPTION

TITLE: **Line Operator**
DEPT.: **Post Solder**

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

PURPOSE OF THE POSITION

To add components, wires, epoxy, hardware, and modifications to circuit boards, per customer requirements called out in the job folder. To assemble circuit boards into final assemblies, per customer requirements called out in the job folder.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Read and comprehend all paperwork pertaining to the job, such as blueprints, bills of material, rework instructions, and quality standards
- Add additional components using equipment and tools as required such as pliers, tweezers, cutters, small brushes, microscopes and soldering iron. Hand wash areas of the board where sensitive components have been hand soldered.
- Add modifications if called out on the paperwork such as wires, cuts, etc., so that the board is built to the revision stated in the job folder
- Contribute to maintaining a safe work environment by following safety policies and procedures and by reporting any safety concerns and participate in the scheduled stretch breaks to lessen the risk of injury and 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

- Install into final assembly if required by the job folder
- Adding epoxy as required by the job folder

JOB SPECIFICATIONS

- Education: High school diploma or general education degree (GED)
- Experience: Some soldering helpful
- Mental Demands: Reading blueprints, bill of materials, workmanship standards and other related documents
- 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 45 pounds. Specific vision abilities required include close vision, color vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Equipment Used: Tweezers, needle nose pliers, cutters, solder iron and solder sucker

* 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