Part-Time Assembly Technician Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assembly Technician</th>
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</thead>
<tbody>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt/Hourly</td>
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<tr>
<td>Reports To:</td>
<td>Production Manager (Jonathan Dupea)</td>
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<tr>
<td>Pay Scale:</td>
<td>$20 per hour</td>
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<tr>
<td>Expected Schedule</td>
<td>20 - 30 hours per week, flexible, Monday-Friday between 7am and 7pm regular schedule week to week</td>
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**POSITION SUMMARY**

The primary role of assembly assistant position at Pocket NC is prepping the parts and sub-assemblies used in 5 axis CNC mills. Regular responsibilities of the assembly assistant position may include prepping sub-assemblies, assembling finished machines, assembling machine enclosures, assisting with packing and shipping products, electronics assembly, and cleaning/maintenance tasks. Occasionally the assembly assistant may be asked to help with other jobs within the company, depending on company needs, employee skills and interests. Examples of these jobs include operating machine tools, machine maintenance and repair, and forklift operation.

**ESSENTIAL JOB FUNCTIONS**

To perform this job successfully, an individual must perform these essential duties satisfactorily:

- Prepares mechanical and electrical assemblies using written and oral instructions.
  - Gathers parts and tools from a list and follows assembly instructions.
  - Uses hand tools such as electric drivers and torque wrenches to assemble machines.
  - May include electronic assembly requiring some hand soldering and wiring.
- Monitors and records quality of assemblies using measurement tools and fit checks.
- Performs basic troubleshooting procedures on assemblies which fall out of specification. Alerts supervisor if additional help is needed.
- Keeps a clean and organized work space.
- Follows safety procedures and practices.
- Documents work appropriately
- Completes preventative maintenance requirements for machinery and tools assigned to them
- Observes component stock levels and alerts appropriate parties for reorder
- Communicates well with other member of the production team as well as supervisor
# Part-Time Assembly Technician Job Description

## Experience and Education Requirements

- Ability to understand and follow written and oral assembly instructions
- Prior experience in problem solving and troubleshooting would be a plus
- Prior experience with electronics and soldering is preferred
- Prior experience with precision assembly work is preferred
- Prior experience with the use of precision measurement tools (dial indicators, calipers, and micrometers) is preferred

## Physical Requirements

The physical demands described here are representative of those Essential Job Functions and must be met by an employee for successful performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Job Functions.

- Must be able to work in a moderately noisy environment around industrial machines (ear protection is provided and required in some areas)
- Must be able to understand and speak in the English language
- This position is moderately active and requires employees to frequently stand or sit for long periods of time (at least 8 hours)
- Regularly required to walk, kneel, stoop, crouch, reach, lift, carry, push and pull
- Must be able to frequently lift a minimum of 50 pounds without assistance and occasionally lift up to 100 pounds with the assistance of another team member or mechanical assistance (such as a hand cart, etc)

## Preferred Software Experience and Skills

- Google Suite applications
- Atlassian software suite including Jira and Confluence

## Competencies:

- Communication - Speaks and writes clearly in positive or negative situations and to a variety of audiences
- Detail-oriented - Pays attention to quality
- Problem Solving - Weighs the options against outcomes and determines the best solution, applying knowledge skills and experience to solve common problems on the job
- Persistence - Completes work completely, satisfactorily and in a timely manner
- Attendance & Punctuality - Is consistently at work and on time
- Dependability - Follows instructions, asks necessary questions and responds to management direction
- Flexibility - Degree to which change is accepted and embraced
- Teamwork - Balances team and individual responsibilities