



Title:	ASSEMBLER LEVEL 1						
Document No.	HRJD-01	Effective Date:	8/4/2021	Rev. No:	3	ECN No:	568

Position Summary:

The Level 1 Assembler works in Production in the Operations department. The job involves assembling parts, pieces, and products using an array of hand tools and equipment, in conformance with quality specifications at required productivity levels.

Duties/Responsibilities

- Perform delicate tasks on small components while sitting for extended periods of time.
- Use of precision equipment such as stereo microscopes, gravimetric scales, industrial air presses, and epoxy dispensers.
- Use of hand tools such as pliers and tweezers.
- Follow process travelers, work instructions and procedures.
- Maintain a clean and safe work area.
- Perform all work to meet quality and safety standards.
- Routinely meet productivity standards set for Level 1 Assembler in the areas of assignment.
- Depending on the area(s) of assignment, duties include one or more of the following:
 - Weigh and press energetic powder and record weights.
 - Apply epoxy to small components with microscope.
 - Weld/bond very fine ohmic resistance wire to metal contacts to create an electrical bridge circuit with microscope.
 - Apply several coats of a mixture containing lacquer and energetic powder to a very fine wire with microscope and fine artist’s brush.
 - Bend small gage wire by hand and/or using pliers or fixtures.
 - Package orders and prepare for shipping.
- Other duties as assigned by management.

Skills/Abilities

- Ability to operate precision equipment and use hand tools.
- Written and verbal communication skills.
- Basic math skills.
- Ability to perform repetitive tasks.
- Steady hand/eye coordination.
- Ability to follow written and oral instruction.
- Ability to cope with change and meet deadlines.
- Ability to work independently as well as in a team.



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- Ability to be crossed trained in other areas.
- Ability to understand and detect abnormalities on production equipment/machines.
- Uphold company core values: Quality, Respect, Integrity, Positive Attitude and Feedback.
- Ability to pass Bureau of Alcohol, Tobacco, Firearms and Explosives background check.

Education and Experience:

- 0-2 years’ experience in manufacturing and/or assembly environments.

Physical Demands: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequency	Description
Not Applicable	Activity is not applicable to this occupation.
Occasional	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)
Frequent	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)
Constant	Occupation requires this activity more than 66% of the time (5.5+ hrs./day)

Activity	Frequency
Stationary Position (Stand)	Occasional
Move, Traverse (Walk)	Occasional
Read	Frequent
Communicate, converse with, convey, (Talk)	Frequent
Hear	Constant
Sit static w/ ability to flex head and neck	Constant
Grasp w/ hands	Frequent
Handling / Fingering	Constant
Write	Occasional
Twist w/ hand	Frequent
Feel w/ hand	Frequent
Fine Finger Movement	Frequent
Keyboard/Mouse	Occasional
Reach forward	Frequent
Reach overhead	Occasional
Repetitive Foot Movements	Occasional



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*Detect, Determine, recognize, inspect (Vision – close)	Constant
*Vision - distance	Occasional
*Vision - color	Constant
*Vision - peripheral	Occasional
*Vision – depth perception	Constant
Travel	Not Applicable
Other	Not Applicable

Lift / Carry	Frequency	Push / Pull	Frequency
10 lbs. or less	Occasional	12 lbs. or less	Frequent
11-20 lbs.	Occasional	13-25 lbs.	Occasional
21-50 lbs.	Not Applicable	26-40 lbs.	Not Applicable
51-100 lbs.	Not Applicable	41-100 lbs.	Not Applicable
Over 100 lbs.	Not Applicable		

Work Environment:

The work environment characteristic(s) described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<input checked="" type="checkbox"/> Light Manufacturing Environment	<input type="checkbox"/> Office Environment	<input checked="" type="checkbox"/> Fumes
<input checked="" type="checkbox"/> Airborne Particles	<input type="checkbox"/> Exposure to Toxic Chemicals	<input checked="" type="checkbox"/> Moving Mechanical Parts
<input checked="" type="checkbox"/> Noise Level – medium	<input checked="" type="checkbox"/> Safety Equipment on a regular basis	<input checked="" type="checkbox"/> Exposure to energetic materials
<input type="checkbox"/> Physical Contact with chemicals	<input type="checkbox"/> Operate hazardous equipment	<input type="checkbox"/> Other – please list

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____