



Approved

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Job Title	Department	Revision	Date of Issue
Assembly – Level 2	Warehouse	D	05/01/15

Purpose and Scope

The Assembly – Level 2 is responsible to produce assembly products to meet customer requirements. Level 2 assemblers must have met the requirements mandated for Level 1 assemblers. The employee will solder together components to assemble fabricated parts using a soldering iron and flux.

Responsibilities

The Assembly Level 2 is responsible for:

- Prepare wire i.e. coiling, cutting and stripping by hand or machine
- Crimping – either by hand or machine
- Plugging and hooding cables
- Tin dipping of wires
- Count finished products to determine if product orders are complete
- In process quality control checks
- Apply Heat shrink or cable ties
- Fill out required paperwork and documentation
- Testing wires for electrical resistance
- Packaging final goods
- Small box builds
- Arbor press or discrete wire assembly
- Assist in cleaning work areas and equipment
- Melt and apply solder along adjoining edges of work pieces to solder joints, using soldering iron
- Heat soldering irons to specified temperatures for soldering
- Examine seams for defects and rework defective joints
- Clean equipment parts, such as tips of soldering irons

Job Requirements

- Basics of wire and Cable Design
- Knowledge of Assembly practices used in IPC-620A and IPC -14C
- Knowledge of RoHS Requirements
- Knowledge and understanding of measurements
- Complete company training on Through-Hole Assembly



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Technical Requirements

- Knowledge of Raw materials, production processes to maximize the effective manufacture and distribution of goods.

Experience

- 3 years experience in hand soldering, and/or college degree in accredited electrical trade school

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Department Manager: _____ Date: _____

Employee: _____ Date: _____