



<b>Job Title:</b> Assembler I	Department:	Manufacturing (Probes & Meters)
Reports To: Director of Manufacturing	Division:	Ithaca, NY
Hours: Full-time – 40 Hrs/week	Rev Date:	03-04-21

### **Primary Function**

Perform basic mechanical assembly of precision medical equipment using microscopes, variety of small hand tools, and soldering methods.

### **Duties and Responsibilities**

- Assemble and test electro/mechanical precision medical products using a variety of small hand tools, epoxies and glues, soldering, and crimping techniques.
- Set-up and operate a variety of hand-operated tools and equipment to manufacture and assemble product specified on work orders using standard work instructions and inspection procedures.
- Follow written procedures, schematics and blueprints with a high level of accuracy to ensure all product meets company and quality specifications.
- Document and enter data into the device history database and other computer collection systems.
- Maintain company-required performance and maintenance records for identified equipment.
- Perform preventive maintenance functions as required or directed.
- Ensure a clean and organized work environment at all times that meet or exceed company standards
- Manage tasks related to multiple production duties, assist in prioritization and respond to special assigned duties as needed to assure production deadlines and timelines are met
- Perform other work-related duties as requested, directed or assigned by management.

### **Working Relationships**

- Internal departments such as: Customer Service Representative, Stockroom, Manufacturing Engineering and Quality Assurance
- Limited, periodic interaction with outside vendors, customers and auditors

### **Education and Experience**

- High school diploma or its equivalent required.
- Previous work experience in a medical manufacturing environment is preferred.
- IPC solder certification preferred

### **Knowledge, Skills and Abilities**

- Capable of working with small precision devices under a microscope.
- Ability to work with various epoxies and glues.



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- Basic soldering skills for assembly or rework.
- Good written and verbal communication skills; and the ability to read, understand and follow written instructions for production processes and assembly is required.
- Must have good mechanical aptitude and an understanding of electrical, pneumatic, temperature, electronic and mechanical measurement techniques and concepts in a high-paced manufacturing environment.
- Ability to interface and communicate effectively and professionally with management and co-workers is essential and must be able to work well with all levels of personnel whether individually or in a team environment.
- Willing to work overtime as required.
- Proficient in PCs, PC-based productivity applications, specifically, MS-Office.
- Must be safety conscious.

### **Supervisory Responsibilities**

- N/A

### **Physical Demands and Work Environment**

- Must be able to lift up to 25 lbs. and to adhere to safety requirements including use of Personal Protective Equipment (PPE).
- Corrected normal vision and color vision are required
- Finger, hand and arm dexterity and steadiness to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Manufacturing with occasional exposure to elements such as odor, noise, dust, heat, cold or chemicals
- Some tasks may involve working in a hood room and/or clean room environments

Disclaimer: This Job Description is not intended to be all-inclusive and may be subject to change to include new responsibilities and tasks or change existing ones as management deems necessary to meet the ongoing needs of the company.