

SCJ ASSOCIATES, INC.

Job Description Form



Division/Department	Electro-Mechanical Manufacturing
Location	60 Commerce Drive, Rochester NY, 14623
Job Title	Electrical Assembly Technician
Reports to	<i>Title</i> Electro-Mechanical Manufacturing Manager

Level/Grade	Type of position:	Hours <u>40</u> / week
TBD	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Non-exempt

GENERAL DESCRIPTION

Responsible for assembling various electrical/electronic products including industrial control panels, custom chassis assemblies, test rack systems, cable assemblies, prototype circuit assemblies (i.e. wire wrap, breadboard, PCB, etc.).

SPECIFIC DUTIES AND RESPONSIBILITIES

- Read and interpret assembly drawings and electrical/electronic schematics and wire run lists.
- Identify and be familiar with electro-mechanical parts such as switches, power supplies, transformers, relay's, etc.
- Build cables and harnesses.
- Utilize hand tools (crimpers, etc.), and electrical test instruments such as DMM's.
- Excellent soldering and assemble and wire custom chassis, test rack systems, industrial control panels, etc.
- Build prototype circuits (i.e., breadboard, wire wrap, PCB, etc.) (Desired, not mandatory).
- Utilize machine shop equipment (Desired, not mandatory).
- Read pneumatic schematics and assemble and plumb pneumatic circuits (Desired, not mandatory).

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS

- High School Diploma or GED and five years related experience, Associate's Degree (A.S.) from two-year College is preferred
- IPC-A-610 Acceptability of Electronic Assemblies
- IPC-A-620 Acceptability of Cable and Wire Harness Assemblies
- IPC-J-STD-001 Requirements for Soldered Electrical and Electronic Assemblies

APPROVED BY	<i>Date</i> 11-8-07	<i>Title</i> Operations Manager
APPROVED BY	<i>Date</i> 11-8-07	<i>Title</i> President