

SCJ ASSOCIATES, INC.

Job Description Form



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

Level/Grade	Type of position:	Hours <u>40</u> / week
N/A	<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

Assemble cables, harnesses, subassemblies and small enclosures.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Read and interpret customer supplied documentation such as drawings, bill of materials, and process instructions.
- Identify parts including resistors, capacitors, and polarity markings.
- Crimp, stake, assemble hardware, or perform similar operations on Cables.
- Mount and wire assembled components such as switches, BNC connectors, and LEDs, on chassis panels and small enclosures.
- Install finished assemblies or subassemblies into cases and metalwork.
- Understand and perform soldering and cleaning processes including hand solder, lead free, rma and high temperature solder.
- Perform intermediate assembly tasks, such as sanding, cleaning, epoxy bonding, conformal coating.
- Adjust or trim components to achieve specified electrical or dimensional characteristics.
- Perform simple go-no-go testing, visual inspection, and minor electrical testing prior to final quality assurance.
- Communicate defect information, trends, and concerns to Manufacturing Supervisor and Manufacturing Quality Manager.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS

- High school diploma or GED and one year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- IPC-A-620 Certified IPC Specialist, IPC/WHMA-A-620 "Requirements and Acceptance for Cable and Wire Harness Assemblies"
- IPC J-STD-001 Certified IPC Specialist "Requirements for Soldered Electrical and Electronic Assemblies" (Preferred, Not Required)

APPROVED BY	<i>Date</i> 10/19/11	<i>Title</i> Electro-Mechanical Manufacturing Manager
APPROVED BY	<i>Date</i> 10/19/11	<i>Title</i> President