



Job Description 802.0  
Position Printed Circuit Board Assembler  
Department Printed Circuit Board Department  
Reports To Manufacturing Manager  
FLSA Status Not Exempt

### **SUMMARY**

Assembles electronic components onto printed circuit boards (PCBs) according to specifications by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned. Reads worksheets and wiring diagrams, receives verbal instructions, or follows sample board to determine assembly duties, and selects components, such as transistors, resistors, relays, capacitors, and integrated circuits.

Twists, bends, trims, strips, or files wire leads of components or reams holes in boards to insert wire leads.

Inserts color-coded wires in designated holes and clinches wire ends.

Press-fits (mounts) component leads onto board.

Places plastic insulating sleeves around specified wire leads of components and shrinks sleeves into place.

Crimps wire leads on underside of board.

Applies sealer or masking compound to selected parts of board to protect parts from effects of wave solder process.

Solders wire leads and joints on underside of board to route and connect lead wires to board and between individual components.

Installs heat sinks, sockets, faceplates, and accessories on boards.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## **EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and technical documents. Ability to speak effectively before employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

No certificates, licenses or registrations are required to perform the essential functions of this job.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.