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Phelps, NY 14532

## **- Job Description -**

Revision N/C

**JOB TITLE:** Assembly Technician

**DEPARTMENT:** Assembly

### **JOB DESCRIPTION:**

#### **A. Purpose and Scope**

The Assembly Technician is responsible for following procedures and interpreting blue prints for product assembly.

#### **B. Duties and Responsibilities**

- a. Inspect detail parts per prints
- b. Deburr parts
- c. Insulate, wind, solder, pot where needed
- d. Complete valve assembly
- e. Package completed valves for shipping
- f. Clean assembly area

#### **C. Organizational Relationships**

The Assembly Technician has a direct responsibility to the Assembly Manager to follow the assembly/processing procedures, and has a support responsibility to engineering and design.

### **JOB REQUIREMENTS:**

#### **A. Education and Training**


The Assembly Technician should have a two-year technical degree or equivalent experience and be certified in soldering by a certified Instructor/Examiner after satisfactory completion of a 40-hour course. Flexibility, troubleshooting and the ability to work independently is required.

#### **B. Technical Requirements**

- a. Two years of technical experience required
- b. Blue print interpretation
- c. Soldering certification, including acceptable vision requirements as noted in VTI Quality Control Procedure 22, paragraph 2.2
- d. Ability to accurately deburr intricate parts
- e. Knowledge of electro-etching, potting, winding, and insulating
- f. Excellent communication skills both written and verbal
- g. Excellent analytical, mechanical and organizational skills
- h. Knowledge of shipping and handling procedures

#### **D. Managerial Experience**

No prior managerial experience is required.

 1-29-03  
General Manager Approval      Date