

Bobbin Assembler

Location: Bradenton, Florida, USA

Reports To: Team Leader

Job Summary

Following established methods and procedures, performs all tasks necessary to assemble units, parts, complete assemblies and subassemblies in the production of the Company's products.

Essential Duties and Responsibilities

- Reads and follows work orders, production drawings, sample assemblies and verbal instructions regarding duties to be performed.
- Positions and aligns parts in specified relationship to each other in jig, fixture or other holding device.
- Crimps, stakes, screws, bolts, rivets, welds, solders, cements, press fits or performs similar operations to join or secure parts in place.
- Installs finished assemblies or subassemblies in cases and cabinets.
- Assembles and attaches labels and hardware, such as caps, clamps, knobs and switches to assemblies.
- Performs intermediate assembly tasks such as potting, encapsulating, sanding, cleaning, epoxy bonding, curing, stamping, etching, impregnating and color-coding parts and assemblies.
- Tends machines that press, shape or wind component parts.
- Adjusts or trims materials from components to achieve specified electrical or dimensional characteristics.
- Keeps work area, machines, and equipment clean (5S); follows standardized instructions and procedures.
- Observes safety and security procedures and uses equipment and materials properly.
- Reports defective materials, mechanical failures, or questionable conditions to department supervisor.
- Pays close attention to detail and performs online go-not-go testing and inspection to ensure parts and assemblies meet production specifications and standards.
- Places finished goods on the designated pallet. May attach appropriate labels and tags to products and packages and pack finished goods into correct packages and boxes.
- May set up and operate calibrating equipment, to include precision assembling and adjusting instruments to meet calibration standards and tolerances.
- Performs other related duties and assignments as required. Expected to be available to work in all areas of production and must be able to work overtime when required (including short notice overtime) to meet daily customer demands.

Education and Experience

High school diploma or General Education Degree (GED); six months related experience and/or training, or equivalent combination of education and experience.

Qualifications

- Ability to read, comprehend and follow instructions and diagrams including Bill of Materials.
- Ability to speak and write clearly in English, and effectively exchange information.
- Basic shop math.
- Ability to accurately count parts and products.
- Ability to enter part numbers or other basic information in database.

Other Knowledge, Skills and Abilities

- Knowledge and use of assembly and measuring tools.
- Basic soldering skills.
- Must be able to follow instructions and meet productivity standards.
- Manual dexterity and the ability to carry out repetitive tasks quickly and methodically.
- Ability to work independently with minimal supervision.
- Adaptable to changes in the work environment.
- Utilizes time efficiently and takes responsibility for own actions.
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Responds promptly to customer needs (internal and external).
- Treats others with respect and consideration and supports company goals and values.
- Team philosophy - works well with others and puts success of team above own interests.
- Above average attendance

Certificates, Licences and Registrations

May be required to complete ESD, IPC or other specialized training.

Physical Demands

Position requires the employee to stand for long periods of time (up to 8 hours). The employee is regularly required to walk, use hands and fingers, reach with hands and arms, and talk and hear. Employee is occasionally required to climb or balance, bend, stoop, kneel, crouch or crawl and must regularly lift or move up to 10 pounds. Employee may occasionally lift or move up to 25 pounds. Vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

This position is in a manufacturing plant with a moderate noise level.