

# Assembler

Performs a variety of tasks ranging from repetitive to non-repetitive production assembly operations on electronic and/or mechanical assemblies and subassemblies such as modules, boards, panels, drawers, frames and cables. Works from diagrams and drawings, makes initial layouts and uses hand and/or power tools, jigs and saws. Makes continuity checks on work in process and completed. May conduct quality inspections on processing line in accordance with quality specifications. May disassemble, modify, rework, reassemble and test experimental or prototype assemblies and subassemblies according to specifications and under simulated conditions.

	Level 1	Level 2	Level 3	Level 4
	Assembler I	Assembler II	Assembler III	Sr. Assembler / Sr. Lead Assembler
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job.	Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered.	Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.
Supervision Received	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.	Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.	Minimal supervision. Work may be done without established procedures.
Consequence of Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.	Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.	Errors are very difficult to detect and would normally require significant expenditures to resolve.
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.	Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.	Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.
Work Products (Examples may include but are not limited to)	Works with basic hand tools; needle nose pliers, wire cutter, utility knife, hammer, Philips head screwdrivers, tweezers, ratchet set and wrench.	Sets up and operates various pieces of shop equipment, i.e. arbor press, drill press, pop riveter, eyeleting, electrical grinders and sanders including Dremel tools. Perform and handles adhesives and bonding applications. Able to utilize applicable measuring devices, including analog and digital calipers, gauges and measuring scales.	Sets up and operates air and electrical drills, air sanders, electrical and air power riveters, precision alignment and pinning. Performs drilling and countersink operations is able to perform assembly test procedures including leak test, continuity test, DC test, RF(2GHz), passive tune and hybrid testing of filters and couplers. Is able to set up and operate ovens, chart recorders, thermo couplers and UV chambers. Is able to identify drill bits sizes. Is able to set up and utilize cutting and trimming cable equipment. Set up high gauges, micrometers, torque devices, feeler gauges and digital indicators.	Operates chain hoist. Able to maintain equipment including vapor degreaser, down draft table and solder pot station.
Minimum Education and Experience	High school diploma with 0 years of direct related experience.	High school diploma with 2 years of direct related experience.	High school diploma with 5 years of direct related experience.	High school diploma with 7+ years of direct related experience.