

# Assembly Management

Supervises employees who put together component parts to make assemblies, subassemblies, packaging or completed units.

	Level 1	Level 2	Level 3	Level 4
	Supervisor, Assembly	Associate Manager, Assembly	Manager, Assembly	Sr. Manager, Assembly
Management Role	Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.	Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.	Accomplishes results through subordinate supervisors or exempt specialist employees.	Generally accomplishes results through lower management levels.
Policy and Strategy	Directs daily operations of work area.	Administers and executes policies, processes and procedures that affect subordinate employees and the workflow of the work area.	Interprets and administers policies, processes and procedures that may affect sections and subordinate work areas.	Establishes operating policies and procedures that affect departments and subordinate sections and work area. Interprets company-wide policies and procedures. Develops budgets, schedules and performance standards.
Freedom to Act	Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.	Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.	Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.	Assignments are objective oriented. Work is reviewed in terms of meeting the organization's objectives and timelines.
Impact	Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.	Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.	Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources and funds.	Decisions have an extended impact on work processes and outcomes. Erroneous decisions result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time, human resources and funds; and jeopardize future business activity.
Liaison	Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.	Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.	Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.	Interacts frequently with internal and external management and senior-level customer representatives concerning projects, operational decisions, scheduling requirements and/or contractual clarifications. Leads briefings and technical meetings for internal and external representatives.

	Level 1	Level 2	Level 3	Level 4
	Supervisor, Assembly	Associate Manager, Assembly	Manager, Assembly	Sr. Manager, Assembly
Operations Involvement/Direct Work Involvement	Leads employees in the fabrication, assembly, test or repair of electronic or mechanical components, subassemblies and assemblies. Reviews production requirements to develop plans to meet schedule, cost and quality. Directs and trains production personnel to assure the proper assembly, test, troubleshoot and repair of components, subassemblies and assemblies in a team oriented, continuous improvement environment. Works closely with support personnel to implement process improvement and address production issues.	Leads a group of skilled and semiskilled employees engaged in the assembly, test, repair, troubleshoot or inspection of electronic components, subassemblies and assemblies. Responsible to make global decisions for the shift in the absence of the Principal Supervisor or Manager. Reviews production requirements to develop plans to meet schedules and goals. Works closely with support personnel to implement process improvements. Provides technical and managerial support to other supervisors and management personnel.	Leads employees or sections engaged in the assembly, test, repair, troubleshoot and/or inspection of electronic components, subassemblies and assemblies. Responsible to make production decisions in absence of the manager. Leads or participates in process improvement teams. Also trains subordinates on techniques of problem solving teams. Reviews departmental performance on cycle time, scrap and productivity. Leads efforts to initiate positive corrective action and process improvements to meet company objectives.	Directs work assignments as related to daily management issues. Provides focal point for all support and production issues. Leads and facilitates the activities of supervisors in a section or plant engaged in the fabrication, assembly, test, repair, or inspection of mechanical parts, electronic components, subassemblies and assemblies. Coordinates plant capacity issues, schedules budgets, labor contracts and personnel requirements planning. Executes labor contract and company policy in a manner that fosters harmonious labor relations and teamwork. Is responsible for employee morale and motivation. Ensures labor force is trained in team problem solving techniques and self direction.
Minimum Education and Experience	High school diploma or equivalent. Associate's Degree preferred. Entry Level to 2 years of supervisory experience or equivalent.	Associate's degree in electronics or supervision. Bachelor's degree is preferred. Minimum of 5 years production, assembly, troubleshooting or test supervisory experience.	Bachelor's degree in a technical, supervisory or business discipline. Minimum of 6 years production, assembly, troubleshooting or test supervisory experience.	Bachelor's degree in a technical, supervisory or business discipline. Minimum of 8 years production experience with 5 years production assembly or test supervision experience.