

**QUALITROL CORPORATION
POSITION DESCRIPTION**

JOB TITLE: MECHANICAL-OPTICAL ASSEMBLER	EEO CATEGORY OPERATIVES (SEMI-SKILLED)	FLSA: NON-EXEMPT	EFFECTIVE DATE: 11/10/17	SUPERSEDES: NEW
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POSITION REPORTS TO:

Production Supervisor

BASIC FUNCTION:

The Assembler, under moderate supervision, assembles parts to form complete units or subassemblies, using hand or power tools. He/She will be responsible to build units in one cell, as directed by Production Supervisor or Cell Lead.

ESSENTIAL DUTIES*:

- Assemble and align the different small mechano-optical modules using precision tools (eg microscope)
- Prepare the optical fiber
- Play polishing, assembly and other optical fiber manipulations
- Take product measurements
- Inspect work to ensure quality standards being met
- Participate in the process of continuous improvement of the products of the company
- Perform other tasks related to production (packaging, labeling, etc.)
- Maintains work area in accordance with established housekeeping procedures to ensure a safe and clean work environment.

*Standing required to perform essential duties.

QUALIFICATIONS:

High School Diploma or equivalent
Minimum 1 year experience in an assembly or lean manufacturing environment
Manual dexterity and mechanical aptitude
Proven, positive work experience in a team environment
Ability to use various hand and power tools and equipment to read measuring devices
Experience using computer keyboard
Proven attainment of quality standards
Process focused, experience working with on-piece work flow in daily work
Experience working from blueprints, engineering drawings, and customer orders
Excellent, proven attendance record
Ability to lift up to 30 lbs of material manually
Working off shift hours are required, when needed
Must be able to work overtime

Working Conditions:

Plant environment.
Lifting up to 30 lbs. manually.
Safety glasses and safety shoes are required.
Standing required.
Overtime may be required.