

# Job Description

## Senior Assembler

Melbourne-Mnemonics-Inc.

### US CITIZENSHIP REQUIRED

#### SUMMARY

Under general supervision perform difficult and diversified wiring, soldering and assembly of printed circuit boards, cables, harnesses, assemblies and subassemblies working from blueprints, schematics, work instructions, and wiring diagrams. Utilize various hand tools, cutting machines or machine assembly equipment. May provide guidance to lower level assemblers. This individual has the responsibility and authority to perform the assigned tasks listed below.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assembles a variety of electromechanical assemblies, subassemblies, printed circuit boards, cables and harness utilizing hand tools or machine assembly equipment.
- May set up and run under general supervision machine assembly equipment in accordance with standard safety procedures and practices.
- Troubleshoots problem assemblies based upon experience in recognizing problem areas or because of QC rejections.
- Performs rework of a complicated nature including but not limited to touch-up leads, rewire and replace components and modification of cables and harnesses.
- Operates hand tools, related equipment and any specialized equipment assigned to department in accordance with standard safety procedures and practices.
- Works from process sheets, schematics, blueprints, wiring diagrams and/or verbal instructions.
- May train and/or guide the activities of lower level assembly personnel.
- Maintains neat and clean work area.

#### Responsibility

- Materials or Products: Moderate damage or loss possible but not probable. Attention to detail required when utilizing machinery.
- Tools and Equipment: Use a variety of hand tools as well as complex mechanical equipment. Damage possible and costly due to down time.
- Safety of Others: Ordinary care required to prevent injuries to others. Work occasionally with power driven machines and tools.

#### Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. Accident hazards moderate. Exposed to possible burns, (solder irons) cuts.

## **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use light tools, to sit and reach with hands and arms. The employee may be required to stand. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and depth perception.
- Work Conditions: Disagreeable elements present to a moderate degree.

Responsible for participating in the quality management system initiatives and adhering to all requirements. Responsible for performing other related tasks deemed necessary by superiors.

## **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equivalent Educational Level: Requires 2 years related assembly experience and basic reading and writing ability.

Job Training and Experience: Requires minimum of 2 years of assembly experience in soldering, equipment identification/insertion, wiring and use of A/I equipment.

Mental and Visual Effort: Requires excellent hand-to-eye coordination and close visual attention to detail i.e, color codes, connection pin wires.

E-Verify Job Type-Full Time 9/80 work week Drug Free Workplace Salary: \$14.50 / hour

E.O.E: race, color, religion, gender, age, national origin, gender identity, individuals with disabilities, veteran status, protected veterans, or disable.

## **About Mnemonics, Inc.**

For over 40 years Mnemonics, Inc. has been a high technology supplier in the Aerospace and Defense, and Industrial markets. The corporation is committed to providing cost-effective products, solutions, and services that exceed our customer's expectations while continuously striving for technical superiority and quality.

Mnemonics, Inc. offers an environment where innovation and creativity are the keys to personal and corporate success. If you are looking for the small company environment, excellent salaries, comprehensive benefits; an exciting, and challenging future, then Mnemonics, Inc. invites you to apply.

Visit our website [www.Mnemonics-inc.com](http://www.Mnemonics-inc.com) fill out an application and voluntarily complete the Affirmative Action Form (AAP) / Self-Identification questionnaire.