



JOB DESCRIPTION

TITLE	PCB TOUCH-UP ASSEMBLER	DEPARTMENT	PCB TOUCH-UP ASSEMBLY
FLSA CLASSIFICATION	Non-Exempt; Hourly		
REPORTS TO	PCB Touch-up Group Leader		
REVISED	03/2023		

POSITION SUMMARY:

- The PCB Touch-up Assembler will work to assemble printed circuit boards from set-up in accordance with customer requirements by placing component parts in or on the proper location and orientation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Solder parts onto boards.
- Prepares assembled printed circuit boards for the wave solder process by “masking” or otherwise covering areas not to be soldered.
- Prepares parts for assembly into circuit board by bending and/or cutting components as instructed.
- Checks work periodically, upon completion, and participates in attaining PCB departmental goals and objectives by performing job requirements at the highest level of accuracy.
- Works in a productive, efficient manner so the production schedules of the Company are met.
- Works with Inspection and Test Departments, as necessary, to ensure customer product requirements are met.
- Performs job duties in compliance with the Company’s Quality System.
- Participates in internal and external quality system audits as needed.
- Makes process improvement recommendations as appropriate.
- Participates in or coordinates committee activities as needed.
- Communicates equipment maintenance needs to the PCB Touch-Up Group Leader.
- Maintains an organized and neat work area.

EDUCATION AND EXPERIENCE:

- **Minimum:** One (1) year assembly or related experience in an electronic contract manufacturing, electronic high tech, or related industry.
- **Preferred:** Two (2) to three (3) years as a PCB Touch-Up Assembler or related experience in an electronic contract manufacturing, electronic high tech or related industry.
- Diploma or GED from an accredited high school or technical school preferred.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Able to follow verbal directions.
- Soldering skills a must.
- Component identification knowledge.
- Excellent printed circuit board assembly techniques.
- Able to read and interpret customer requirements from various customer-supplied formats.
- Able to read complicated electronic schematics and assembly drawings.
- Knowledge of hand, surface mount, and through-hole assembly methods for electronic PCB helpful.
- Knowledge of IPC-A-610 Workmanship Standards helpful. IPC-A-610 certification a plus.
- Able to speak, read, write, and understand English as it relates to performing job requirements.



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SUPERVISORY RESPONSIBILITIES:

- None

TRAINING RECOMMENDATIONS:

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| <ul style="list-style-type: none"> • Component Identification • ESD • Hazard Communication Training • Introduction to Through-Hole Assembly • ISO 9001:2008 Overview | <ul style="list-style-type: none"> • IPC-A-610 Standards • Lean Manufacturing Introduction • PPE • Other training as required |
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PHYSICAL REQUIREMENTS:

- Regularly required to sit, stand, reach, bend and walk about the building.
- Regularly required to lift, carry, or otherwise transport material in racks or boxes weighing up to 25 pounds.
- Regularly required to lift, carry, push, drag or otherwise transport materials in bins weighing up to 50 pounds.
- May be required to push and or pull carts with wheels containing product being moved about the building.
- Moderate physical effort required.
- Continuous mental and visual attention required.
- Use of magnifying lights and other magnifying aids may be required.
- Use of hand-held or machine operated electronic assembly tools and measuring equipment is required.

PERSONAL PROTECTIVE EQUIPMENT:

- Eye protection as required.
- Gloves as required.

WORK ENVIRONMENT:

- Works in a climate-controlled assembly facility with little to no noise.

OTHER:

- Will be required to perform other duties as requested, directed, or assigned.

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