

Anta Electric

Job Description



Last Updated: 06/26/2019

Job title: Assembler II

Work Location: 32 Richboynton Road, Dover, New Jersey 07801

Division/Department: Production

Reports to: Production Supervisor

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

Performs intermediate production activities associated with the production of Wiring Harnesses, Electromechanical Panel Builds, and Printed Circuit Board Assemblies.

- Reads instructions, such as work orders, diagrams, and wire lists to determine materials needed and sequence of assembly.
- Routes and ties wires to form wire harness used in electrical and electronic equipment or systems
- Selects wires of specified color, marking, or length, and loops wires between guide pegs on harness board, following color-coded lines or sequential numbers on board or diagram.
- Wraps and ties wires together at designated points to form harness, manually or using tie-wrap gun.
- Ability to hand crimp.
- Ability to work on Harness Boards
- May apply sealing liquid to secure knots in ties, using brush.
- May attach ends of wires to components, plugs, or terminal strip, using soldering iron or crimping device.
- May insert cable in plastic tubing or inject plastic sealant around terminals to protect cable from dust and moisture.
- Performs all duties of Level I
- Perform other basic tasks as assigned by the Production Supervisor

Education and/or Work Experience Requirements:

- At least 6 months similar experience in a manufacturing environment
- Previous knowledge of IPC/WHMA-A-620 Standard preferred

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Other Requirements:

- Must be able to read, write, and understand English
- Works with minimal supervision once work assignments are given and explained.
- Ability to maintain regular, punctual attendance.
- Must be able to lift and carry up to 50 lbs.

Print Employee Name:

Employee signature:

Date:

Manager signature:

Date:

Job Title: Assembler II

Department: Production

Required Job Specific Training after Hire: The topics listed below are required to be trained within the time frames indicated.

“On the Job” (OTJ) training will take place when the assembler is assigned those tasks. An “On the Job” training form (# 300297) must be completed and signed by the Supervisor. This training should also be added to the New Hire Training Form (# 300131) and signed in accordance with PRM 009 (Competence, Awareness and Training)

Date required:	Training Topics:
Day 1	The Company & Organization
Day 1	Product Overview
Day 1	Quality Management System
Day 1	OSHA: Fire, Health, Safety
Day 1	Employee Handbook (Read and SIGN)
OTJ	Hand Crimping
OTJ	Understanding Harness Boards
OTJ	Application of Liquid Sealants (Loc-Tite, RTV, Encapsulants, etc.)
OTJ	Soldering
OTJ	Applications of wire ties and wire wraps.
OTJ	Train on corporate and departmental Quality Objectives related to this position
OTJ	Customer Specific Processes as Required
	NOTE: Assembler II must be capable of performing all of the duties assigned to an Assembler I. Training record should indicate these have been trained and signed off