

ALSTOM Grid Inc., Phoenix Job Description

Job Title: Electronics Assembler
Department: Manufacturing
Reports To: Production Manager
FLSA Status: Non-Exempt
Prepared/Revised By : Allen Rose
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SUMMARY: The Electronics Assembler is responsible for the electronics assembly/testing and manufacturing of ALSTOM products.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Test, troubleshoot, assemble, and modify electronic PCB's.
- Assemble various wiring and cable assemblies per drawings.
- Set-up and run various tests including, but not limited to environmental and calibration tests.
- Run test software and program software.
- Prepare test documents and assembly procedures.
- Operate/use optical power meters.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

- Associates Degree in Electronics or equivalent work experience in electrical/electronic technology, fiber optics or precision mechanics.
- Ability to read and follow schematics and understand simple circuits.
- Experience in soldering surface mount and plated through-hole components. (Solder certification preferred)
- Ability to operate various test equipment (oscilloscopes, function generators, and lock-in amplifiers.)

LANGUAGE SKILLS

Ability to read and follow instructions in written and oral English.. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and job checklists and forms. Ability to write reports and correspondence. Ability to effectively respond to questions from management, suppliers, or employees about quality-related matters. Ability to speak effectively.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions in order to detect and resolve problems that relate to procedures and processes. Ability to deal with problems involving several abstract and concrete variables in standardized situations as they relate to the business.

OTHER SKILLS

- Problem-solving – ability to identify issues, troubleshoot and take appropriate corrective action.
- Strong interpersonal skills – Must have the ability to work well independently and in a team environment
- Dependability – Must be regular in attendance, punctual, attentive to detail and dedicated to meeting deadlines
- Initiative – Must be willing to learn and take on new challenges; must have the ability to follow instructions and ask questions when necessary
- Flexibility – Must be willing to work overtime/shift work as required.

CERTIFICATES, LICENSES, REGISTRATIONS

None Required.

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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel. The abilities to talk and hear are necessary to communicate with relevant parties about quality assurance issues. The employee is frequently required to stand and walk to meet with employees of other departments and carry out the work of the quality assurance department. The employee must occasionally lift and/or move up to 25 pounds when carrying items. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus in order to read, write, use the computer, and handle equipment.

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 wet and/or humid conditions, moving mechanical objects, and extreme heat or cold.. The noise level in the production and testing areas is moderate due to the use of equipment and machinery.