

ALSTOM Grid Inc.

Job Description

Job Title: **Optical Assembler**
Division: ITR (Instrument Transformers)
Location: RMW Phoenix
Department: Manufacturing
Reports To: Production Floor Supervisor
FLSA Status: Non-Exempt
Prepared By: Allen Rose
Date: 04-06-11

SUMMARY: The Optical Assembler is responsible for the optical assembly and manufacturing of Alstom products.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Performs production of optical assemblies.
- Splices optical fiber in optical assemblies.
- Maintains records required for Quality management of the product.
- Maintains workstations according to Alstom 5S manufacturing practices.
- Carries out other tasks that would assist the company in manufacturing quality products to meet the requirements and expectations of Alstom customers.
- May require on occasion lifting of equipment up to 25 lbs. (Safety equipment will be supplied.)

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

- HS Diploma or GED
- Experience in an area such as electrical or electronic technology, fiber optics, and or precision mechanics is preferred. (Specific training on Alstom products will be provided.)
- Ability to read and follow instructions in written and oral English.
- Ability to read and follow schematics and mechanical assembly drawings.
- Ability to work independently and in a team environment.
- Ability to do fine detail work.
- Perform routine tasks with care and precision.
- Ability to learn new tasks quickly.
- Attention to detail that reinforces Alstom quality standards.
- Good communication skills.
- May require shift work, and or overtime.

LANGUAGE SKILLS

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 and communicate 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

Ability to read and interpret technical documents (including mechanical drawings, assembly drawings, and technical specifications). Basic knowledge of measuring tools and techniques, and metric and American unit systems. Ability to identify materials such as steel, aluminum, copper, porcelain, polymers.

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 loud due to the use of equipment and machinery.