



Job Title: Assembler I	Department: Manufacturing - Probes
FLSA Status: Non-Exempt	Location: Ithaca
Hours: Full-time – 40 Hrs/week	Reports to: Manufacturing Manager

Primary Function

Perform basic mechanical assembly of precision medical equipment using microscopes, variety of small hand tools, and soldering methods.

I. Duties and Responsibilities

- Assemble and test electro/mechanical precision medical products using a variety of small hand tools, epoxies and glues, soldering, and crimping techniques.
- Sets-up and operates a variety of hand-operated tools and equipment to manufacture product specified on work orders using standard work instructions and inspection procedures.
- Follow written procedures, schematics and blueprints to ensure product meets specifications.
- Document and enter data into the devices database and other computer collection systems.
- Maintains company-required performance and maintenance records for identified equipment.
- Performs preventive maintenance functions as directed.
- Ensures clean and organized work environment at all times.
- Manage tasks related to multiple production duties, prioritize and respond to special assigned duties.
- Other tasks as assigned by the Dept. Manager.

II. Working Relationships

- Internal departments such as: Customer Service Representative , Stockroom, Manufacturing Engineering and Quality Assurance

III. Education and Experience

- High school diploma or its equivalent required.
- Previous work experience in a medical manufacturing environment is preferred.
- IPC solder certification preferred

IV. Knowledge, Skills and Abilities

- Capable of working with small precision devices under a microscope.
- Ability to work with various epoxies and glues



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- Position requires mechanical aptitude, good written and verbal communication skills and the ability to meet production deadlines.
- Must have an understanding of electrical, pneumatic, temperature, electronic and mechanical measurement techniques and concepts in a high paced manufacturing environment.
- Must be able to work well with all levels of personnel whether individually or in a team environment, and especially must be able to interface and communicate with co-workers in order to assist with repairs and troubleshooting.
- Willing to work overtime as required.
- Proficient in PCs, PC-based productivity applications, specifically, MS-Office.
- Basic soldering skills for assembly or rework.
- Must be safety conscious.

V. Supervisory Responsibilities

N/A

VI. Physical Demands

- Must be able to lift up to 25 lbs. and to adhere to safety requirements
- Corrected normal vision and color vision are required

VII. Work Environment

- Manufacturing
- Occasional exposure to elements such as odor, noise, dust, heat, cold or chemicals