|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:**  | **Manufacturing Associate**  | **Job Code:**  | **MTMFAS** |
| **Classification:**  | **Operatives** | **Department:** | **Mfg** |
| **FLSA Status:**  | **Non-Exempt** | **Location:** | **Manufacturing Floor** |
| **Hours:**  | **Full-time – 40 Hrs/week** | **Reports to:** | **Manufacturing Manager** |
| **Rev Date:**  | **15-Jan-2024** |  |  |

**Statement of the Job**

The Manufacturing Associate works as part of a team having responsibility for assembling an entire product or component of a product and performs basic mechanical assembly of precision medical equipment using microscopes, variety of small hand tools, and soldering methods.

**Essential 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.
* Set-up and operate a variety of hand-operated tools and electronic equipment to manufacture product specified on work orders using standard work instructions and Inspection procedures.
* Documents inspection results and enters data into the device’s database and other computer collection systems.
* Follow written procedures, schematics, and blueprints with a high level of accuracy to ensure all products meet company and quality specifications.
* Maintains company-required performance and maintenance records for identified equipment.
* Performs preventive maintenance functions as directed.
* Ensure a clean and organized work environment at all times that meet or exceed company standards.
* Manage tasks related to multiple production duties, prioritize and respond to special assigned duties.
* Perform other work-related duties as requested, directed or assigned by management.

**Education and Experience**

* High School Diploma or equivalent
* Minimum of 1 year of experience assembling equipment in a manufacturing organization.
* IPC solder inspection certification is not required but is preferred.

**Job Knowledge, Skills and Abilities**

* Must be computer literate with knowledge of MS Office programs.
* Capable of working with small precision devices under a microscope.
* Ability to work with various epoxies and glues.
* Must be detail-oriented and pay close attention to accuracy.
* Ability to read drawings and follow work instructions.
* Ability to be a productive team player.
* Effective communication in writing and verbally as appropriate with Supervisors and Peers.
* Ability to confer with engineering, technical and/or manufacturing personnel.
* Familiarity with shop floor systems.
* Must be safety conscious.

**Supervisory Responsibilities**

* No Direct Reports

**Physical Demands**

* Must be able to lift up to 25 lbs. and to adhere to safety requirements including use of Personal Protective Equipment (PPE).
* Corrected normal vision and color vision are required.
* Use hands and fingers to handle and manipulate small parts with accuracy.

**Work Environment**

* Combination of Light Manufacturing and Office Environment
* Occasional exposure to elements such as odor, noise, dust, heat, cold or toxic or caustic chemicals