

Enterprise Electronics Corporation

Mechanical Assembler/Installer

Department: Mechanical Assembly

FLSA Status: Non-Exempt

Grade/Level: Craft Worker

Job Type: Heavy

Work Schedule: May involve weekends

Job Status: Full-time

Reports To: Production Manager

Amount of Travel Required: Up to 40%,
domestic and/or international travel

Positions Supervised: None

POSITION SUMMARY

Assembles fabricated parts to relatively large or heavy subassemblies and completes units. Tests and calibrates parts and mechanisms to meet tolerance. At times, oversees and participates in the construction of towers and placing antenna and radome on such towers.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Under minimum supervision, performs a variety of tasks with some degree of complexity, which requires thorough knowledge of fabrication techniques, tools, materials, and equipment.
- Studies engineering drawings and blueprints to determine materials requirements and task sequences.
- Constructs components and parts to extremely close tolerance, which may have unusual or nonstandard shapes.
- Moves parts into position, manually or with hoists or cranes.
- Installs special functional and structural parts.
- Positions, aligns, and fits parts to form complete units or subunits, following blueprints and layout specifications, using jigs and hand tools.
- Inspects completed work to ensure all hardware is tight, antennas are level, waveguide hangers are properly fastened, proper support is in place, and adequate weather proofing has been installed.
- Checks antenna positioning to ensure specified azimuths or mechanical tilts and adjusts as necessary.
- Starts device to test its performance.
- Lifts or moves materials and finished products, using large cranes.
- Repairs or replaces defective parts.
- Communicates with end-user and various service vendors.
- Takes site survey photos or photos of work performed, using digital cameras.
- Completes reports related to project status, progress, or other work details.

POSITION QUALIFICATIONS

Competency Statement(s)

- Adaptability - Ability to adapt to change in the workplace.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Judgment - Ability to formulate a sound decision using the available information.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Tolerance - Ability to work successfully with a variety of people without making judgments.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

- Education:** High School Graduate or General Education Degree (GED)
- Experience:** One (1) year of related experience and/or training; or equivalent combination of education and experience
- Computer Skills:** To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software, and ERP Software.

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	C	Lift/Carry	
Walk	F	10 lbs or less	F
Sit	O	11-20 lbs	F
Manually Manipulate	F	21-50 lbs	F
Reach Outward	F	51-100 lbs	O
Reach Above Shoulder	C	Over 100 lbs	N
Climb	F	Push/Pull	
Crawl	O	12 lbs or less	F
Squat or Kneel	O	13-25 lbs	F
Bend	F	26-40 lbs	O
Grasp	C	41-100 lbs	O
Speak	F		

Other Physical Requirements

- Vision (Near, Distance, Peripheral, Depth)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Safety Glasses, Safety Harness, Hard Hat, and Safety Shoes
- Sense of Balance
- Climb open towers using staircase or rung-type ladder up to 120 feet in height
- Work in spaces with limited room
- Travel worldwide to remote locations with minimal infrastructure

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to moving parts; high places and outside weather conditions.

The noise level in the work environment is usually moderate.

Prepared by: Human Resources Date: 04/23/19

Approval
Signature: Production Manager Date: 04/23/19

Employee
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.