Date: 04/14/2021 Job Status: Non-Exempt/ Full-Time

Last Revised: Reports to: Production Supervisor, Operations Manager

#

**Production Operator**

**Position Summary:**

Production Operators will work as part of a team having responsibility for assembling an entire product or component of a product assigned by management staff. Production Operators will perform all tasks conducted by the team in the assembly process and rotate through all or most of them rather than being assigned to a specific task on a permanent basis.

**Responsibilities/Duties:**

1. Responsible for performing duties and criteria of a Production Operator including:
	1. Utilizing and adjusting microscopes on small assemblies.
	2. Working with tin leads and solder pots.
	3. Mounting components such as transformers, resistors, capacitors, etc. onto printed circuit boards.
	4. Operating automatic forming machines along with using various hand and power tools for assembling parts.
	5. Bending, stooping and heavy lifting may be performed as needed.
	6. Understands and implements ESD procedures.
2. Assists and performs duties within inspection including:
	1. Inspects electronic assemblies, subassemblies, and parts for compliance with specifications using drawings, specifications, and inspection instructions.
	2. Examine the layout and alignment of parts and components to ensure compliance and conformance.
3. Responsible for building items such as, harnesses, and assemblies while using diagrams, drawings and fabrications in conjunction with process instructions.
4. Perform quality checks on products and parts.
5. Complete paperwork as needed for charts and logs.
6. As assigned by the COO or Operations Manager, may be responsible for training newly hired employees in production methods and general PBE practices.

**Education/Work Experience/Skills:**

* High School diploma or GED
* Past manufacturing experience preferred but not mandatory or equivalent military experience.
* Able to read, write, communicate, perform simple math and read measuring instruments.

**Physical Demands:**

While performing the duties of this job the employee must frequently lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Capabilities:**

* Must be able to take directions from team leaders or manufacturing supervisors.
* Must be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Must be able to quickly move to manipulate or assemble products.
* Must be able to make precisely coordinated movements to manipulate, or assemble very small objects.
* Must have a high level of attention to detail.
* Maintain high level of quality and meet goal hours consistently and thrive in a fast-paced environment.
* Must be able to understand and implement verbal and written instructions.
* Must be able to report to scheduled work hours promptly each day.

**Disclaimer:**

 The preceding job description has been designed to indicate the general nature and level of work

 performed by employees within this classification. It is not designed to contain or be interpreted

 as a comprehensive inventory of all duties, responsibilities, and qualifications required of

 employees assigned to this job.

Apply in person at 1459 Wittens Mill Road, North Tazewell, VA 24630,

or send resumes to hr@pbegrp.com