

## JOB CLASSIFICATION

# SOLDERER

**Summary:** Solder electrical components of various materials to assembly as assigned and specified by work orders, diagrams, layouts, samples, and/or supervisor's instructions

### **Duties and Responsibilities:**

- Works at bench as member of assembly group
- Works at different work stations as required by supervisor
- Maintain a clean and organized workplace in accordance with company guidelines
- Safely transport parts/assemblies between storage bins, racks, and work area
- Responsible for accuracy and quality of own work
- Adhere to established company policies and procedures paying special attention to safety regulations
- Perform other related duties as instructed by manager/supervisor

### **Information/Directions From:**

- Data Collection Instructions
- Quality Manual
- Standard Operating Procedures
- Departmental Work Instructions
- Supervisor's/Manager's Instructions
- Arc-Tronics, Inc. Employee Policy Manual

### **Job Qualifications Requirements:**

#### *Knowledge/Skills/Certifications/Training:*

- Ability to accurately follow supervisor instruction
- Ability to effectively communicate with supervisor
- Organizational skills
- Able to properly solder according to work order specifications
- Component ID Training
- ESD Training
- FOD Training
- HazCom / Safety Training
- JSTD Training
- Solder Training
- ITAR Training
- Sexual Harassment Training

### **Education/Experience Required:**

- High school diploma or general education degree (GED) and 2 years of soldering experience in a manufacturing environment; or equivalent combination of education and experience