



Rantec Power Systems Inc.
Los Osos, California

Job Description

Title: Assembler – Seasonal Part-Time

Date: June 2024

Department: Manufacturing

FLSA Status: Non-Exempt

Reports To: Production Supervisor

Scope

Under general supervision, perform a several manufacturing/assembly tasks in accordance with workmanship standards. This role covers basic electronic assembly tasks, processes, equipment operation, adhesive dispense, and hand tools. The Assembler will be tasked to work on products that support production goals in a fast-paced work environment. The Assembler level must be able to perform the duties as described below.

Essential Duties and Responsibilities, including but, are not limited to the following:

- Perform Work as Directed by Assembly Documentation including Assembly drawings, Assembly Instructions, Manufacturing Work Order Travelers and Manufacturing Operation Instructions.
- Maintain Assembly Documentation – Correctly fill in records of conformance, daily logs, equipment use and maintenance logs as trained.
- Hand Assembly – Load hardware and components onto PWBs, hardware installation into metal parts, and installation of sub-assemblies into final assemblies in conformance with Rantec and industry quality standards.
- Hand Adhesive application – Mix and apply adhesives onto product assemblies.
- Assembly/Product Cleaning Process – Operate a variety of cleaning equipment including vapor degreaser, Aqueous Wash, Jet Clean, deionized water washer and Omega meter test equipment.
- SMT Feeder Loading – loading tape into SMT feeders and correctly setup feeder carts with extreme attention to detail.
- Maintain Assembly Work Areas free from FOD and product risks.
- Comply with Safety Procedures and ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- Perform other duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- High School diploma or GED

- Follow detailed assembly drawings, bill of materials (BOMs) and assembly instructions
- Computer skills to support timekeeping and accessing data in MRP/ERP system
- Computer skills for machine operation and production execution
- Able to maintain productivity in standard hours
- Manual dexterity to effectively use hand tools while performing assembly tasks
- Mechanical ability to operate assembly equipment
- Strong work ethic and organizational skills to meet demands of fast-paced work environment under production schedules

Physical Requirements

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a factory environment, including moderate noise and chemical odors
- Moving between sitting, standing and walking
- Consistently lifting and handling up to 10 pounds and periodically lifting up to 25 pounds.
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction, if needed, to perform hand soldering and wiring of assemblies.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.