



## JOB PROFILE

<b>JOB TITLE:</b> PCB ASSEMBLER	<b>DEPARTMENT:</b> PRODUCTION	<b>REPORTING TO:</b> PRODUCTION SUPERVISOR/MANAGER
------------------------------------	----------------------------------	---

**MAIN PURPOSE OF JOB:**

To carry out hand assembly of Printed Circuit Boards in accordance with Quality and Industry standards

**MAIN RESPONSIBILITIES:**

- Interpret assembly drawings and items lists to assemble PCB's to IPC-J-STD-001, class 3

**KEY TASKS:**

- Solder conventional components to IPC-J-STD-001, class 3
- Pre-form, insert and crop component leads using hand tools such as cutters, pliers etc
- Incorporate modifications such as wire links
- Hand place & solder surface-mount components IPC-J-STD-001, class 3
- Understand and Identify common components / device types & value decoding

**REPORTING/SUPERVISORY STRUCTURE:**

Reports directly to the Production Supervisor/Manager

**QUALIFICATIONS:**

Educated to a reasonable level GCSE (including English and Maths)  
IPC-J-STD-001 Qualification desirable but not essential

**KNOWLEDGE AND SKILLS:**

- Able to interpret engineering drawings and bills of materials
- Understand component identification codes such as resistors, capacitors and ICs
- Excellent attention to detail and accuracy
- Ability to concentrate for extended periods of time on repetitive tasks
- Able to work effectively to deadlines
- Demonstrates proactive approach
- Dexterity, steady hand to manipulate and position extremely small devices

<b>EXPERIENCE:</b>			
Experience within a similar role or electronics manufacturing environment Experience working to IPC-J-STD-001 class 2 minimum is desirable			
<b>BEHAVIOURAL COMPETENCIES: (Specific behavioural competencies needed to ensure successful job performance)</b>			
	<b>LEVEL</b>		<b>LEVEL</b>
Manage Performance	1	Manage Communications	1
Manage Oneself	1/2	Manage Customer Service	1
Manage Others	1	Manage Resources	1/2
Manage Relationships	1		
<b>SPECIAL FEATURES:</b> (any "out of norm" features of the job")			
None			
<b>JOB HOLDER:</b> Signature & Date:		<b>MANAGER:</b> Signature & Date:	

*This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.*