



POSITION TITLE:	Production Junior Assembler-Technician	DATE: October 1, 2021
EMPLOYMENT STATUS:	Full-Time, Non-Exempt Employee	
REPORTS TO:	Production Manager	
LOCATION:	Monterey, CA	

SUMMARY: Assemble and test electronic products for sale. This position must read/interpret manuals and diagrams and follow instructions, use basic hand tools to fit mechanical and electronic components together. Use computer programs and instruments to test and inspect product assemblies at various stages. This position requires strong attention to detail and ability to stay focused during daily repetitive work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Product Assembly & Testing (~40% of Time)

- Review work activities with production manager or shop floor lead.
- Read and interpret drawings, manufacturing manuals, work orders, and specifications.
- Prepare materials for assembly. Visually inspect circuit boards and mechanical components (sheet metal and hardware) for obvious defects.
- Using hand tools, perform assembly and build products with components that include circuit boards, wiring, speakers, microphones, LED lights, and switches.
- Check basic dimensions and clearances of parts as needed to ensure conformance to assembly drawings using tape measure and calipers if necessary.
- Tag components that have cosmetic or mechanical defects; swap out for new components.

Product Programming and Testing (~40% of Time)

- Using a PC, load software and read test results. Use basic fixtures for testing and multimeter for measuring voltage and continuity.
- Test functional performance of products to ensure conformance to manufacturing manual requirements.
- Tag components that fail testing; swap out for new components.

Final Testing and Packaging (~15% of Time)

- Perform final inspection of assembled products, ensuring completion of testing/assembly steps and inclusion of kits/documentation.
- Pack finished products for shipment.

Additional Duties/Special Projects (~ 5% of Time)

- Attend morning Production meetings. Provide status (noted issues) and expected daily work output to the Production Manager.
- Warehouse work, such as helping unload and stock large shipments received.

QUALIFICATION REQUIREMENTS:**Job Requirements:**

- Must have the ability to stay focused with a high degree of accuracy for details while doing repetitive work (testing and assembly) for long periods of time.
- Must have a high school diploma or equivalent.
- Some experience with testing small components and quality assurance procedures and equipment.
- Must be able to read and interpret manufacturing manuals and drawings (written in English) for a wide variety of devices and components.
- Assembly experience using basic hand tools and test fixtures.
- Ability to work efficiently in a highly demanding, team-oriented, and fast paced environment.

Preferred (*but not required*):

- Technical Training
- 2+ years of experience in electronics components assembly and testing/troubleshooting
- Experience working in assembly teams and with engineers
- Basic soldering skills
- Computer training; MS Office, SIP/IP Networks.

Other Skills and Abilities:

- Must be well organized, a self-starter.
- Must be reliable and accurate.
- Must be comfortable working with hand tools.
- Must be even-tempered and team spirited.
- Must have the ability to quickly learn new tasks and equipment.
- Must be willing to communicate with team members and management when product or process issues are noticed.

WORKING CONDITIONS

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

ENVIRONMENT:

- Approximately 95% of the time performing job duties is spent indoors, within a warehouse environment.
- Approximately 50% of the time is spent on the computer.
- While performing the duties of this job, the employee may work near moving mechanical parts and is occasionally exposed to the risk of electric shock.
- Noise level in the work environment is usually moderate.
- The temperature of the work environment is moderate and ranges from 60 – 80 degrees.

PHYSICAL DEMANDS:

- **Seldom (1-5%):** squat, crawl, kneel, and drive; key (i.e. calculator, telephone)
- **Occasionally (6-33%):** stand and walk, balance, climb stairs or ladder carrying large boxes up to 50 pounds
- **Frequently (34-66%):** grasp with hands and fingers; lift (up to 20 pounds)
- **Continuously (67-100%):** sit, bend, twist, push, pull, reach with hands and arms, use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear (i.e. audio testing and speaking); key computer.

MACHINES, TOOL AND EQUIPMENT: *(the percentages will vary according to the job, examples shown below)*

- **Seldom (1–5%):** Copier, printer, automobile
- **Occasionally (6-33%):** multimeter
- **Frequently (34-66%):** writing instruments, CyberData products, test equipment, various cutting tools and other hand tools (some motorized, some not), computer mouse

TRAVEL:

- This job requires minimal travel within close proximity to the regular assigned work location.

CYBERDATA CULTURE

CyberData is an extremely nimble and fast paced environment. We take pride in reacting quickly to our customers and developing new and innovative products for the VoIP, POS and IP Endpoint industries.

We are located in the beautiful Monterey Bay area and offer a great work life balance. We like new ideas, so bring an open mind and get ready for spirited collaboration. We are committed to creating and are positioned to offer the complete process for our customers. You will learn something new and face new challenges every day.

Team spirit is infectious. CyberData is an extremely open workplace where communication is essential. Not every idea will be accepted, but you will be asked for your point of view. Innovation thrives on multiple and varied levels. At CyberData we challenge conventional wisdom and refuse to accept that something cannot be done.

This is a full-time, non-exempt position, eligible for a great benefits package including a 401K plan. Position is located in Monterey, CA.