

# ELECTRO-MECHANICAL OPERATOR

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I report to: **Emech Section Head**

My role is: My role is to undertake a range of assembly activities ensuring the assembly of product in a  
as follows: timely, efficient, cost-effective and accurate manner.

In detail, I am responsible for:

1. Assembling and wiring of various systems and ensure that all products meet our high standards.

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Company Values and Standards	<ul style="list-style-type: none"><li>● Ensuring that I uphold and demonstrate the company values of:<ul style="list-style-type: none"><li>○ Committed personnel</li><li>○ Customer Satisfaction</li><li>○ Leadership</li></ul></li><li>Continuous improvement</li><li>Ethical conduct</li><li>Results orientated</li></ul>
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Electro-Mechanical	<ul style="list-style-type: none"><li>● Preparation of materials prior to assembly.</li><li>● Assembly of electronic and electromechanical assemblies as per build instructions</li><li>● Install and connect electrical components such as relays, switches, and circuit breakers.</li><li>● Perform basic point to point continuity testing and troubleshooting of electrical panels to ensure proper operation</li><li>● Assembling cable harnesses using industry standard tools.</li><li>● Collaborate with engineering to assemble new products by following Escatec 'New Product Introduction' process.</li><li>● Maintain accurate records of assembly processes and test results.</li><li>● Follow safety procedures and maintain a clean and organized work area.</li><li>● Contributing to the resolution of customer complaints.</li><li>● To highlight material and manufacturing defects</li><li>● Contributing to the effective operation of the work team.</li><li>● Assisting Engineering and QA with technical queries and investigations.</li><li>● Supporting Engineering with build document reviews.</li></ul>
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Secondary Responsibilities	<ul style="list-style-type: none"><li>● Collaborate with engineers and other team members to improve assembly processes and product quality.</li><li>● Driving and assisting in continuous improvement activities throughout the work area.</li></ul>
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# Person Specification

Job Title:	Electro-Mechanical Operator	
Factor	Essential	Desirable
Qualifications	Experience in electronic/mechanical assembly environment	
Relevant Experience	<ul style="list-style-type: none"> <li>• Use of documentation</li> <li>• Working within a factory environment</li> <li>• Building NPI products</li> <li>• Cabinet builds</li> <li>• Harness assembly</li> <li>• Use of electronic/mechanical parts, schematics, and assembly techniques.</li> </ul>	
Specific Skills	<ul style="list-style-type: none"> <li>• Soldering</li> <li>• Mechanical Assembly</li> <li>• Cable looming, crimping</li> <li>• Wire cut, strip and crimp</li> <li>• Point to point wiring</li> <li>• Cabinet assembly</li> <li>• Proficiency in using hand tools.</li> <li>• In-line inspection</li> <li>• Organised, Pro-active &amp; self-motivated</li> <li>• Colour recognition</li> </ul>	<ul style="list-style-type: none"> <li>• PCB Assembly</li> <li>• Functional Test</li> </ul>
Technical Skills		<ul style="list-style-type: none"> <li>• IPC 620</li> </ul>
Leadership Skills		
Financial Management Skills		
IT Literacy	<ul style="list-style-type: none"> <li>• Ability to use Windows based software on PC's</li> </ul>	
Language Skills	<ul style="list-style-type: none"> <li>• Basic literacy.</li> <li>• Basic numeracy.</li> <li>• Good communication skills with internal employees and customers.</li> </ul>	
Additional Areas:	<ul style="list-style-type: none"> <li>• Manual dexterity and good hand-eye coordination</li> <li>• Proactive, self-motivated.</li> <li>• Organised.</li> <li>• Clear and logical approach to problem solving.</li> </ul>	

Date Updated:

Updated By: (Name)