PROMEX INDUSTRIES, INC. **JOB DESCRIPTION - NON-EXEMPT**

Position Title:	SMT Technician			**Position # or Level :**	1 - 3
Department:	Production, SMT		**Reports to:**	SMT Production Manager	
Employment Status:	Full Time	**Pay Grade or salary range:**	(List the pay grade or salary range for this position)	**% Travel Required**	NA

Position Summary: Set up , debug program and operate a variety of surface mount technology automatic and semi-automatic machines used in the production of the company product. Works from process sheets or written/verbal instruction given by supervisor to perform production tasks. Checks and inspects operation against predetermined tolerances.

Essential Duties:

- Set-Up and operate a variety of automatic pick & place machines, stencil printers, reflow ovens and associated support equipment
- Check and inspect products against the established pre-determined tolerances
- Fine tune machine programs as necessary
- Strong understanding of technical documentation, engineering drawings, and schematics.
- Conduct routine preventive machine maintenance
- Conduct solder paste printer set-up and stencil cleaning
- Observe ESD and Safety practices

Other Duties & Responsibilities (Optional)

- Must have experience and a basic concept of SMT parts, values and packages
- Stop machine operation due to quality problems
- Take action to control own environment, that is consistent with Promex policies and procedures

Minimum Qualifications:

- Must be able to read and write English, H.S. Diploma, working knowledge of IPC-610.
- Proficient with Microsoft Suite.
- Excellent communication
- Practical working knowledge in Microsoft Office Suite, Outlook email
- Must be willing to work all shifts, overtime and weekends as needed.

Level 1: Requires a minimum of 2 years
Level 2: Requires 2-4 years
Level 3: Requires 4-6 years

Key Competencies: Follow verbal and written instructions in completing assigned tasks.
Exercise ability to recognize deviation in manufacturing processes, and report them to management.
Success is dependent on a willingness to learn and being a team player.

Preferred Skills: Previous experience in a contract manufacturing environment.
Prior working knowledge of typical surface mount equipment including Assembleon automatic pick and place machines, DEK Solder Paste Printer, ASC Solder Paste Measuring equipment.
Prior experience testing printed circuit boards.

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Work Environment: Indoors, environmentally controlled. Wear common ESD and protective equipment as necessary (i.e. safety glasses, gloves). Ability to carry or move equipment and set-up components. Ability to lift 30 pounds. While performing the duties of the job, the employee is regularly required to sit, stand and walk for extended periods of time; use hands and fingers to handle parts; and talk and hear. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to use a microscope and manipulate small parts using tweezers or vacuum pick up tools.

Employee Acknowledgement:
I have read this job description, and I fully understand all my job duties and responsibilities.

Print Name	Signature	Date