**Job Description**

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| **Title** | System Assembler I |  | **Location**  Richmond | 10 - Canada |
| **Department** | 443103 - OPS Assembly - L1 to L6 - PM |  | **Reporting To** | Production Supervisor |
| **Created Date** | December 9, 2015 |  | **Type of Hire** | Permanent Full-Time |
| **Revision Date** | Click here to enter a date. |  | **Job Category** | Non-Exempt |
| **Version** | V. 1 |  | **Direct Reports** | Yes  No |
|  |  |  |  |  |

**Primary Duties and Responsibilities**

Assembly:

* Follow detailed assembly instructions, processes and procedures to manually build various products
* Assemble mechanical sub-assemblies (bases and covers)
* Preparing and packaging various accessories and documentation
* Verification of work order BOMs and components
* Programming and serialization of assembled products
* Perform initial quality testing of completed products

Packaging:

* Preparing and packaging cameras for shipment
* Verify serials numbers for accuracy
* Scanning completed cameras into finished goods inventory
* Completing required documentation in ERP system
* Complete work order documentation

Basic Hand Soldering:

* Soldering through hole parts (THP) and surface mount parts
* Touch up SMT surface mount parts as required

Server:

* Unloading/Loading servers and workstations
* Programming servers and workstations
* Preparing boxes and labels
* Preparing burn-in media CD’s
* Changing power cords as required

General:

* Comply with Company guidelines and safe work procedures and regulatory requirements per Avigilon Quality System
* Maintaining a clean and organized work area to facilitate manufacturing functions
* Follow ESD safe handling practices
* Assisting in other manufacturing areas as necessary
* Other duties as assigned

**Qualifications** *(indicated preferred or required)*

**Education:**

* High school diploma or equivalent

**Experience:**

* 1 year work experience in an electronics manufacturing environment an asset

**Knowledge, Skills & Abilities:**

* Excellent manual dexterity
* Specific vision requirements include close vision and color vision
* Ability to work in a fast pace environment while maintaining a dedication to quality and safety
* Following direction while working with a team and maintaining a positive and respectful workplace
* Ability to use critical thinking and problem solving
* Ability to read, write and speak English

**Other Items (ie. travel):**

* N/A

**Direct Reports** (*List position titles of direct reports)*

* N/A

**Working Conditions** *(ie. lifting, standing for long periods)*

* PM Shift – Monday to Thursday, 3:30pm to 1:30am
* Ability to work overtime and weekend shifts as required
* Sitting for extended periods of time
* Repetitive motions
* Minimal bending, stooping, crouching, twisting and overhead lifting
* Regular lifting of up to 10kg and occasional lifting up to 25kg