

Job Description

Job Title:	Production Associate Level 1	Reports To:	Production Manager
Department:	Production	Location:	Livermore, CA
Exemption Status:	Non-Exempt (Hourly)	Level/Salary Range:	TBD

Our Mission

We are an employee-owned company, providing effective automation solutions. We are dedicated to quality and long-term value. Our first priority is to meet and exceed the requirements of our customers.

Powermatic Associates is consistent in delivering products and solutions that simply work. Our reputation has allowed us to grow along with the successes our customers experience.

As a leading Original Equipment Manufacturer (OEM) distributor, it is important to have inventory available, so our customers can anticipate the timely delivery of their tools and/or systems. Some of our standard product inventory includes circuit breakers, contactors, programmable logic controllers (PLCs), and sensors of several technologies. We also inventory raw stock items for our value-added assemblies, in order to reduce lead times.

Behavior Standards

In the performance of the respective tasks and duties, all employees are expected to abide by the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Be honest, ethical, and hardworking with a strong desire to succeed.
- Work independently while understanding the necessity for communicating work efforts with other employees and organizations.

Job Purpose

The Production Associate performs all tasks involved in the production department. This includes assembly, quality and control, clean room assembly, and value add. The position follows standard work methods and practices safe work habits to ensure production is as efficient and safe as possible.

Principal Duties & Responsibilities (Essential Functions)*

- Executes small build and simple wiring.
- Builds label profiles as well as adhering labels to products and assemblies.
- Operates tools such as label machines and Wraptor.
- Quality check lengths and general operation of assemblies and labeling.
- Other duties as assigned, needed or required

**To comply with regulations set forth by the Americans with Disabilities Act (ADA), the principal duties in this job description must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Qualifications & Skills

- High School Diploma or equivalent.
- Good working knowledge of electronic assembly.
- Skilled in the use of all types of hand and power tools.
- Able to work from blueprints, sketches, and/or verbal instructions.
- Excellent problem-solving skills and ability to troubleshoot when necessary.
- A strong work ethic and attention to detail is required.

Working Conditions

Powermatic Associates is a rapidly growing organization and as such our team must be very agile and be comfortable working in an evolving environment. The working conditions for this position is primarily sedentary in a production environment; experiences frequent interruptions; required to meet deadlines; requires visual concentration on detail, dexterity and precision. Typical work hours are M-F, 8am-5pm.

Travel Requirements

There are no travel requirements for this position.

Physical Requirements

- Most work is performed in an indoor environment.
- While performing the duties of this job, the employee may be required to walk 30% of the time, stand 10% of the time and sit 60% of the time.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use power tools and assembly equipment in the course of a day.
- While performing the duties of this job, the employee is regularly required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

Direct Reports

This position does not have any direct reports.