

JOB DESCRIPTION

NAME:

DEPT: Process/Drafting

JOB TITLE: Mechanical Designer/Drafter

SALARY STATUS: Hourly

SUPERVISOR: Director of Manufacturing

DOC: 0625

RESPONSIBILITIES:

Creates mechanical designs for products and processes from electrical design parameters provided by engineers, technicians and other personnel using Cad. Identifies designs and fabricates fixtures and tooling and constructs prototype assemblies as necessary. Provides drafting service for ECN's and process and assembly drawings as well as parts lists and ECN's.

JOB DUTIES:

1. Creates mechanical designs for products and processes from electrical design parameters provided by engineers, technicians and other personnel.
 - Works out machinist/fabrication details including tolerancing, choice of materials, and compatibility of material finishes.
 - Executes shop sketches into preliminary CAD drawings.
 - Identifies sources of material and parts for design.
 - Designs and fabricates fixtures and tooling.
 - Constructs prototype assemblies for design verification and unique orders.
 - Prepares Bill of Materials.
2. Proofs designs and ECN's for correctness and detail.
3. Prepares preliminary sales drawings in support of sales quotation system.
4. Prepares Engineering Change Notifications (ECN) for assigned designs, design changes and procedures and processes them when required.
5. Maintains drawing files and project files in prescribed order and in accordance with the established Microwave Filter Company, Inc. drafting procedures.
6. Conducts duties in a safe manner and recommends improvements in plant safety. Participates in Safety Committee Meetings.
7. Follows any other job-related instructions and performs any other job-related duties requested by the supervisor/manager.

KNOWLEDGE/SKILLS/ABILITIES/PHYSICAL REQUIREMENTS:

- Possess skills and knowledge in the following:
 - a. Autocad 12 or later, knowledge and function
 - b. Tolerancing and dimensioning convention
 - c. Machining and manufacturing practices
- Demonstrate attentive learning of new principles and reach to other MFC learning sources for broader instruction:
 - a. Autocad manuals
 - b. Machinery handbook
 - c. Other

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DEPT: Process/Drafting
SUPERVISOR: Director of Manufacturing
DOC: 0625

KNOWLEDGE/SKILLS/ABILITIES/PHYSICAL REQUIREMENTS:

- Diploma in Mechanical Technology or equivalent experience.
- One year experience in Autocad or equivalent education.
- Manual dexterity sufficient for continual use of computers and other office tools and equipment.
- Physical ability to lift and manipulate equipment up to 20 pounds.
- Regular and prompt attendance and willing to work overtime as required.
- Working from the Company premises.
- Ability to sit at workstation for most of an eight hour workday.
- Vision sufficient to perform duties and assignments.
- Speech and hearing sufficient for daily communication in English, with co-workers and for recognition of warning bells.
- Required to use all safety equipment available such as safety eyewear and footwear when in manufacturing areas, padded wrist rests when using computers, etc.
- Required to use all equipment available such as lift tables, carts, hand trucks and other items provided to assist in lifting and moving large parts and fixtures to avoid injury.
- Required to report any problems in work areas that may contribute to injuries and adapt work stations to help alleviate existing and future problems.
- Required to learn and understand safety procedures associated with personal protective equipment, fire safety, hazardous material, MSDS training, etc.
- Ability to work with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures as may from time to time be implemented.
- Ability to accept constructive criticism.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Employee Signature

Date

JOB DESCRIPTION

NAME:
JOB TITLE: Assembler Associate
SUPERVISOR: Vice President of Manufacturing

DEPT: Manufacturing
SALARY STATUS: Hourly
DOC: 0301

WORK PERFORMED:

1. Small iron soldering – circuit board wiring, etc.
2. Resistance soldering – covering units, install connectors, etc.
3. Torch soldering (Propane/Mapp).
4. Coil handling (stripping, shaping, winding, etc.)
5. Electro/Mechanical assembly.
6. Assembly per instruction and/or documentation supplied.
7. Assist in other manufacturing departments as required.
8. Conduct duties in a safe manner and recommend improvements in plant safety.
9. Participate successfully in required safety programs.
10. Follow any other job-related instructions and perform any other job-related duties requested by the supervisor/manager.

KNOWLEDGE/SKILLS/ABILITIES AND PHYSICAL REQUIREMENTS:

- Electro/Mechanical assembly skills commensurate with work requirement.
- Manual dexterity and lifting:
- Able to manipulate parts of twenty (20) pounds or less.
- Required to seek assistance in lifting items which exceed twenty (20) pounds or more.
- Required to use all equipment available suited for the task such as lift tables, carts, hand trucks and other devices to assist in lifting/moving/handling large assembled parts/fixtures and other items, in order to avoid injury.
- Dexterity sufficient for constant use of assembly tooling and application of assembly procedures.
- Regular and prompt attendance.
- Working from the Company premises.
- Vision/speech/hearing and comprehension (in English).
- Vision sufficient to perform duties assigned.
- Speech and hearing sufficient to communicate oral English to supervisors and co-workers.
- Recognition and comprehension of warning bells, alarms, safety instruction sheets and labels.
- Ability to read and comprehend instructions written in English (checklists, procedures, assembly drawings, etc.)
- Ability to sit at a workbench for most of an eight hour day.
- Ability to work flexible hours and overtime on demand up to fifty-six (56) hours a week.
- Required to use all safety equipment available such as safety glasses, goggles, ear plugs, etc., to avoid injury.
- Required to learn and understand safety procedures associated with personal protective equipment, fire safety, hazardous material, SDS training, etc.
- Ability to work with others in a team environment.
- Ability to accept direction from superiors.
- Ability to follow work rules and procedures as may from time to time be implemented.
- Ability to accept constructive criticism.
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Additional Assembler Skills: Measurements by steel rule and calipers, familiarity with measurements in fractions and decimals. Working knowledge of hand tools, i.e., wrenches, punches, files, card files, pliers, deburr tools. Working knowledge of tooling, i.e., taps, drills, burrs, collets, etc. Familiarity with hand operated arbor/punch presses, bench sanders, bench grinders, hand held sanders/grinders. Electronic/electrical training (Boces or equivalent).

JOB DESCRIPTION

NAME: DEPT: Production Test
JOB TITLE: Tester I SALARY STATUS: Hourly
SUPERVISOR: VP Manufacturing DOC: 0460

JOB DUTIES:

1. Test and tune units as assigned.
2. Become proficient in the test of all standard cable products.
3. Read and comprehend reference material, catalogs, and prints.
4. Capable of repeating network analyzer procedures as instructed.
5. Become proficient in equipment calibration and proper use and care of connectors, adapters, and calibration standards.
6. Measure various filter parameters up to 26 Ghz.
7. Conducts duties in a safe manner and recommends improvements in plant safety.
8. Follow any other job-related instructions and perform any other job-related duties requested by supervisor/manager.

KNOWLEDGE/SKILLS/ABILITIES/PHYSICAL REQUIREMENTS:

- High school or equivalent.
- Ability to work flexible hours and overtime on demand up to 56 hours per week.
- Regular and prompt attendance.
- Working on the Company premises.
- Basic math.
- Experience in basic assembly techniques.
- Previous experience in assembly.
- Completion of Tester orientation and filter assignments.
- Manual dexterity to produce required parts.
- Physical ability to manipulate parts up to 45 pounds, with assistance.
- Ability to spend most of eight hour workday sitting.
- Vision sufficient to read prints and test parts.
- Speech and hearing sufficient for daily communication in English, with co-workers and recognition of warning bells.
- Ability to read and comprehend instructions written in English, to write in English and communicate in English with other associates and supervisors.
- Required to use all equipment available such as lift tables, carts, hand trucks and other items provided to assist in lifting and moving large assembled parts and fixtures to avoid injury.
- Required to use all safety equipment available such as safety glasses, goggles, etc., to avoid injury.
- Required to learn and understand safety procedures associated with personal protective equipment, fire safety, hazardous material, MSDS training, etc.
- Ability to work with others in a team environment.
- Ability to accept direction from superiors.
- Ability to follow work rules and procedures as may from time to time be implemented.
- Ability to accept constructive criticism.
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JOB DESCRIPTION

NAME: DEPT: Operations
JOB TITLE: Plant Maintenance SALARY STATUS: Hourly
General Manufacturing
SUPERVISOR: Plant Maintenance DOC: 0634

RESPONSIBILITIES:

Performs masonry, plumbing, carpentry and electrical renovations/repairs of facility and facility environment. Maintains manufacturing equipment and maintains an up-to-date preventative maintenance schedule and equipment file. Performs manufacturing and machine shop duties as assigned.

JOB DUTIES:

1. Performs masonry, plumbing, carpentry and electrical renovations/repairs of facility and facility environment, including maintaining manufacturing equipment.
2. Maintains items essential to custodial/renovations of facilities and reports replenishing needs to manager.
3. Maintains log/documentation of maintenance activities.
4. Performs manufacturing and machine shop duties as assigned.
5. Conducts duties in a safe manner and recommends improvements in plant safety.
6. Follow any other job-related instructions and perform any other job-related duties requested by supervisor/manager.

KNOWLEDGE/SKILLS/ABILITIES/PHYSICAL REQUIREMENTS:

- Ability to work flexible hours.
- Painting, masonry, plumbing, electrical/mechanical maintenance skills.
- Plumbing, contract writing, drafting and print reading.
- Knowledge of manufacturing and plant operations.
- Regular and prompt attendance.
- Working from the Company premises.
- Ability to lift approximately 50 or more pounds.
- Vision sufficient to read prints and perform job duties.
- Speech and hearing sufficient for daily communication, with co-workers and recognition of warning bells.
- Ability to read and comprehend instructions written, to write and communicate with other associates and supervisors.
- Manual dexterity sufficient to use various tools in performance of daily assignments.
- Ability to operate powered forklift and use appropriate accessories for the forklift in prescribed manner.
- Required to use all equipment available such as lift tables, carts, hand trucks and other items provided to assist in lifting and moving large objects and fixtures to avoid injury.
- Required to use all safety equipment available such as safety glasses, goggles, shoes, ear plugs, etc., to avoid injury.
- Required to learn and understand safety procedures associated with personal protective equipment, fire safety, hazardous material, MSDS training, etc.
- Ability to work with others in a team environment.
- Ability to accept direction from superiors.

JOB DESCRIPTION

NAME:
JOB TITLE: Plant Maintenance, General Manufacturing
DEPT: Operations
SUPERVISOR: Plant Maintenance
DOC: 0634

KNOWLEDGE/SKILLS/ABILITIES/PHYSICAL REQUIREMENTS:

- Ability to follow work rules and procedures..
- Ability to accept constructive criticism.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Employee Signature

Date

Revised: 10/2020rf/ld