



## **M&O Perry Industries**

412 N. Smith Ave., Corona, CA 92880  
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### **JOB DESCRIPTION : ELECTRO MECHANICAL ASSEMBLER**

#### **Main Job Functions:**

- Create complex electrical assemblies from assembly blueprints, engineering diagrams, parts lists, work orders, etc.
- This position reports to the Production Manager or Assembly Supervisor.

#### **Duties and Responsibilities:**

1. Perform complex electrical connection and assembly operations and be able to perform quality checks on own work.
2. Effectively use measuring instruments such as volt / am meters, etc.
3. Update drawings (mark prints, etc.) when identifying corrections from issued blueprints.
4. Interact with and provide feedback to engineering department personnel on design or updates.
5. Develop basic system skills in MRP and for checking parts in engineering software programs (Anvil/SolidWorks).
6. Participate in a process of ongoing improvement to identify areas or processes to help improve the Assembly and Production areas and the Company's overall responsiveness to customers.
7. Adhere to and implement the ISO QMS and follow Company policies and safety regulations.
8. Practice and encourage safe work practices.
9. Develop further electrical knowledge. Train and assist other employees in the Company.
10. Diagnose machine performance problems working with the supervisor and responsible engineer.
11. Troubleshoot and resolve technical problems.
12. Perform machine installations at customer's site.
13. Assist the Service Department and provide occasional technical maintenance at customer's site.
14. Perform test functions, equipment qualification testing, and other duties as assigned.

#### **Qualifications:**

- Five (5) years' progressive experience as an electrical assembler.
- Electronic controls experience and schooling.
- Ability to read and work from blueprints and engineering electrical diagrams.
- Basic computer skills and some machining skills desirable.

**If you are interested, please contact us at [info@moperry.com](mailto:info@moperry.com)**