



## Job Description

**Job Title:** SMT Setup  
**Department:** Manufacturing  
**Reports To:** Group Leader  
**FLSA:** Non-exempt

**Summary:** Setup and tear down of SMT work orders. Verifies inventory while building kits for production orders.

**Essential Duties and Responsibilities** include the following:

- Setup/load/unload feeders and trolleys for SMT placement machines
- Clean out trolleys after production runs.
  1. After cleaning person reports excessive drops to management.
  2. Identifies and saves key components for contract jobs
- Kit components and verify inventory counts for certain production orders
- Cycle count components using reel machine
- Read and understand all jacket documents (BOM, print, control plan, etc.)
- Stage stencils for next production order
- Use scan gun to move, locate, and transfer components
- Effectively and clearly communicate status of orders (including shortages) to other departments and/or managements. This communication should be verbal and electronic.
- Transfer incoming material to storage locations
- Transfer reels from put away location to storage location
- Keep SMT area clean
- Assist SMT operators
- Other duties as assigned.

### **Education and/or Experience:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires a high school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience. This position also requires that employees possess and/or demonstrate the relevant competencies as outlined in Delta's Competency Matrix.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and/or hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Will be required to stand for complete shift.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate.