



JOB DESCRIPTION

POSITION:	Assembly Technician		
FLSA:	Non-Exempt	LOCATION:	DWT/MI
REPORTS TO:	Maintenance Manager	DEPARTMENT:	Operations

DUTIES/RESPONSIBILITIES:

- Assemble automated toll kiosks and related subassemblies according to engineering schematics, and work instructions
- Perform electrical wiring, including low-voltage and PLC control wiring, following applicable codes and standards
- Install and connect system components such as:
 - Industrial PCs and monitors
 - Credit card payment terminals
 - RFID tag readers
 - Receipt printers
 - Barcode scanners
 - Sensors, indicators, and communication devices
- Set up and configure computer hardware and basic software required for kiosk operation
- Verify correct wiring, connectivity, and system functionality through testing and troubleshooting
- Diagnose and repair assembly, wiring, or component issues during build and installation
- Assist with on-site installation and commissioning of toll kiosks as required
- Maintain accurate build documentation, wiring changes, and test results
- Follow safety procedures and quality standards throughout assembly and installation
- Collaborate with engineering, manufacturing, and field service teams to resolve technical issues
- Conduct initial power-up and configuration of tolling systems per plans
- Document test results and address any issues identified during commissioning
- Assist with routine inspections and preventative maintenance of tolling equipment
- Respond to technical issues and perform maintenance repairs as needed

REQUIREMENTS/QUALIFICATIONS:

- High school diploma or equivalent; technical training or associate degree preferred
- Experience in electrical or electro-mechanical assembly
- Hands-on experience with control wiring and PLC panels
- Ability to read and interpret electrical schematics, wiring diagrams, and mechanical drawings
- Familiarity with computer hardware setup and peripheral integration
- Experience assembling or servicing devices such as kiosks, vending machines, industrial equipment, or similar systems
- Proficient with hand tools, power tools, and electrical test equipment (multimeter, continuity tester, etc.)
- Strong troubleshooting and problem-solving skills
- Ability to work independently and as part of a team

Employee Signature: _____ **Date:** _____

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