



# TEMPORARY JOB OPPORTUNITIES

Teledyne Relays (a business unit of Teledyne Reynolds, Inc.), is a manufacturer of Electromechanical Relays, Solid State Relays, Power Controllers, RF COAX Switches and RF Matrix switching systems. The primary manufacturing facilities are located in the United States and Mexico. We are a vertically orientated manufacturing and design company with major operations in Southern California.

**Job Title: Assembler 2 (2 Openings)**  
**Salary Grade: Non-Exempt**

**Dept.: Solid State**  
**Req. # 2017-4410**

## Responsibilities:

- We are looking to add the **temporary** assistance of an Assembler 1 to our Solid State group to perform assembly operations of a semi-skilled nature.  
Perform a wide variety of assembly operations such as touch-up solder joint, label attach, straighten leads, inspect relays and package parts for shipping
- Determined method and sequence of assembly following the process/procedures/layouts provided on Solid State Relays
- Identify and select components to be integrated into subassembly and assembly units
- Perform rework and other duties as assigned/requested
- Acquire job skills and learn company policies and procedures to complete routine tasks, requiring limited judgment, under close Supervision, with little or no role in decision-making but will receive detailed instructions on all work

## Requirements:

- Must have a High School diploma or GED equivalent with knowledge of basic math (addition/subtraction/multiplication/division)
- 6 months to 1 year of previous/related experience and/or training with ability to effectively present information in a one-on-one or small group situation
- Have the ability to learn/train on all phases of process and procedures, complete paperwork, write short correspondence or memos
- Must have eye/hand coordination
- Be able to read and comprehend specifications/drawings/instructions provided, and apply common sense understanding to carry out one or two step instructions
- Must have basic computer knowledge (mouse, keyboard use)
- Must be able to use small hand tools such as soldering irons, microscope, tweezers, wire strippers, crimpers and other equipment for forming and trimming leads
- **PHYSICAL DEMANDS:** Will occasionally stand/walk/climb or balance/stoop, bend, kneel, crawl or crouch/push or pull/talk; carry or lift up to 10 lbs. Frequently will sit, reach with hands or arms, be required to adjust focus and hear. Continuously will be required to use hands to handle or feel
- **VISION REQUIREMENTS:** Will occasionally need to determine color and depth perception, and use peripheral vision. Will continuously engage close vision (clear vision at 20 inches or less).
- **WORK ENVIRONMENT:** Will occasionally work near moving mechanical parts and have contact with moving mechanical equipment. Noise level is quiet to low
- Candidate must be a U.S. person



**Job Title: Product Finisher 1 (2 Openings)**  
**Salary Grade: Non-Exempt**

**Dept.: Molding/Deflash**  
**Req. # 2017-4284**

We are looking to add the **temporary** assistance of an entry level Product Finisher to our Solid State Molding Room.

**Responsibilities:**

- Product Finisher will be trained to perform the molding operation, as well as, how to remove and clean up of any residual flashing from the exterior of the relay after the molding operation.
- Deflashing operation will utilize an air activated walnut pencil blaster.
- Small hand tools to perform touch up work using epoxy.
- May also need to touch up relay leads with a soldering iron. Trim/form relay leads utilizing an arbor press with die's.
- Verifies quality and quantity of parts produced.
- Required to work well in a team, as well as individually.
- Acquires job skills and learns company policies and procedures to complete routine tasks, always keeping safety and quality protocols in mind.
- May be cross-trained in other duties as needed.

**Requirements:**

- Must have a High School diploma or equivalent (GED)
- Must have good oral and written communications skills to keep Lead/Supervisor informed of progress and issues.
- Must be able to work with equipment for molding/mold die's, an air activated walnut pencil blaster and/or small tools, epoxy and a soldering iron.
- Good manual dexterity with tools, using a microscope.
- Ability to read and follow simple instructions, apply common sense understanding
- Must know basic math and computer skills to make daily data entries for labor hours and inventory control.
- Must wear anti-static wrist/foot guards and be verified daily through grounding equipment.
- **PHYSICAL DEMAND:** Will occasionally need to stand/walk/talk/reach with hands and arms/stoop, bend, kneel, crouch, push/pull, may be required to lift or carry up to 25 lbs.; Will frequently need to talk or hear for feedback; Will continuously be required to sit, use hands to handle or feel
- **VISION REQUIREMENTS:** will need to be able to distinguish and identify colors, need to use close vision (20 inches or less) and be able to adjust focus accordingly.
- **WORK ENVIRONMENT:** work near moving mechanical parts/be in contact with moving mechanical equipment. be exposed to vapors, airborne particles or possible chemical (safely below occupational exposure levels); work environment may be wet or humid. Noise level is quiet to moderate.
- Candidate must be a U.S. person.

**Job Title: Assembler 1 (3 Openings)**  
**Salary Grade: Non-Exempt**

**Dept.: Relay Adjust**  
**Req. # 2017-4027**

We are currently looking to add the **temporary** assistance of entry level Testers to our Relay Adjust department. The Tester operator will work on final assembly adjustments.

**Responsibilities:**

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- Candidate will need to be able to load and unload relays from test sockets and tray.
- Will perform visual, mechanical and workmanship inspection of relay under microscope magnification with a tensor lamp.
- Will dress the coil lead with and adjusting tool, in addition to gently raising/lowering the actuator beads, checking to adjust limits and visually check for the position of the actuator bead based on the moving contact, then check gram force off stop inspection using the return spring gage.
- Will acquire job skills and learn company policies and procedures to complete routine tasks.
- Will work on assignments that are semi-routine in nature - normally receiving general instructions on routine assignments and detailed instructions on new assignments.
- Operator must be willing to be cross trained in other areas of the manufacturing area.

**Requirements:**

- Completion of High School diploma or equivalent GED, preferred.
- A minimum of 6 months - 1 year of related experience testing relays
- Must have good oral and written communication skills.
- Good eye-hand coordination, and good dexterity to assemble small parts, use small tools (jigs and tweezers)
- Ability to read and understand assembly drawings, procedures, and specifications.
- Must be able to work in a team environment.
- Will occasionally stand/walk/climb or balance/stoop, bend, kneel, crawl/push or pull/talk or hear; carry or lift up to 25 lbs.
- Vision requirements: be able to distinguish and identify colors, be able use close vision (20 inches plus), have 3D depth perception (ability to judge distances and spatial relationships) with the ability to adjust focus as needed
- Work environment is a clean room environment - no make-up allowed and closed toe shoes are required. Noise level is moderate (light traffic)
- Candidate must be a US person

**Job Title: Tester 1 (2<sup>nd</sup> shift)**

**Dept.: SS Production**

**Salary Grade: Non-Exempt**

**Req. # 2017-4047**

We are currently looking for the *temporary* assistance of an entry level Tester 1 (2nd shift) for the Solid State area.

**Responsibilities:**

- Will acquire job skills and learns company policies and procedures to complete routine tasks, always keeping safety and quality protocols in mind
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Follow instruction for computer testing on automatic system.
- Will train for isolation resistance, dielectric testing and automatic test
- Will receive general instructions on routine assignments and detailed instructions on new assignments.

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- May be cross-trained on other functions and equipment as required

### **Requirements:**

- Must have a High School diploma or equivalent (GED).
- Minimum 3-6 months previous related experience/training.
- Must have basic computer skills to make daily data entries for labor hours
- Required to work well in a team/group environment, as well as independently
- Must be able to apply common sense to read, understand and interpret drawings/test procedures to perform, operate test equipment and conduct visual inspections
- Must have good eye-hand coordination/dexterity to assemble small parts (plug relays into equipment for testing)
- Must be able to work with small parts, work well with a microscope and be able to use hand tools (tweezers, pin vise) and equipment as instructed
- Must have good oral and written communications skills to keep Lead/Supervisor informed of progress or issues, and for documentation
- Will occasionally need to stand, walk, talk/hear, reach with hands and arms, stoop/bend/kneel/crouch, be able to determine depths (visually), carry or lift up to 10 lbs
- Will continuously need to sit, use hands to handle or feel, visually be able to use close vision, adjust focus and determine colors
- Candidate must be a US person.

**NOTE: Relocation is not offered for any of the positions listed above.**

**Teledyne Reynolds, Inc. dba Teledyne Relays may, at its discretion, modify or add further duties not currently listed in this general job description.**

### **How to Apply:**

External qualified applicants may apply online at <http://www.teledynecareers.com> to requisition#2017-4410, 4284, 4027, 4047.

### **TELEDYNE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.**

**All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation & gender identity, national origin, disability including pregnancy, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law. EEO is the law.**

**Teledyne participates in the E-verify program and upholds the Pay Transparency Policy.**

**If you require reasonable accommodation while seeking employment, please inform Human Resources at call (323) 777-0077.**

**Visit us at [www.teledynereleys.com](http://www.teledynereleys.com) for more information.**