

Assembler

<u>DEPARTMENT:</u> Production	<u>EFFECTIVE DATE:</u> 23 October 2017
<u>REPORTS TO:</u> Production Manager	<u>WRITTEN BY:</u> Human Resources
<u>STATUS:</u> Nonexempt	<u>APPROVED BY:</u> Production Manager

SUMMARY OF FUNCTIONS:

Responsible for using tools to build assemblies and sub-assemblies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reads and understands the specifications or blueprints for the work to be done by following work instructions to complete the job.
- Uses knowledge of available materials and selects the correct material and tools to be used for unit assembly.
- Finishes and assembles parts by hand. Uses pneumatic tools, hand tools, gauges, and other instruments to achieve accuracy.
- Remains up to date on information about new technology in materials, methods, and equipment.
- Remains current in all required training.
- Cares for tools and equipment and reports problems or malfunctions.
- Complies with all safety policies and procedures.
- Reports assembly problems and progress to manager.

ADDITIONAL RESPONSIBILITIES:

- Performs other assignments or duties as required.
- Works as a member of the team.
- Complies with company safety, confidentiality, attendance, and tardiness rules.
- Provides excellent customer service.

ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the Production Manager.

EDUCATIONAL OR SKILL REQUIREMENTS:

- A high school diploma or GED equivalent and vocational training is preferred.
- Must be able to use basic shop math, including fractions and /or decimals.
- Ability to read blueprints, use dial indicators, and torque wrenches.
- Ability to use computers to read work instructions and drawings.

PHYSICAL REQUIREMENTS:

- Repetitive hand movements may be required. Must be able to do assembly.
- Good mechanical inclination and manual dexterity required.
- Sitting, standing, stooping, and lifting to 50 lbs. may be required.

GENERAL:

This job description indicates the general nature and level of work expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. The employee may be asked to perform other duties as required.