



Job Title: Assembler
Department: Production
Reports to: Shop Supervisor
Prepared By: Human Resources
Date: May 16, 2016
Rev Date:

Approved By:

Essential Duties and Responsibilities: Include the following. Other duties may be assigned.

- Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
- Positions parts and subassemblies by using templates or reading measurements.
- Assembles components by examining connections for correct fit; fastening parts and subassemblies.
- Verifies specifications by measuring completed component.
- Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.
- Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.
- Contributes to team effort by accomplishing related results as needed.
- Inspect and test parts and products as necessary, during or after assembly, according to established guidelines and quality standards.
- Practice problem solving and troubleshooting techniques as part of a team responsible for realizing continuous improvement to products and processes.

All Employees

- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
- Continue to grow lean knowledge and use the tools to identify and assist with continuous improvement.
- Comply with safety regulations and maintain clean and orderly work areas.

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Assembler Skills and Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Controls and Instrumentation, Equipment Maintenance, Manufacturing Experience, Manufacturing Quality, Mechanical Inspection Tools, Tooling, Safety Management, Quality Focus, Power Tools, Judgment, Decision Making

Education and/or Experience: High school diploma or general education degree (GED); or 1-2 years related experience and/or training; or equivalent combination of education and experience.

Language: Ability to read write and speak English

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. While performing the duties of this Job, the employee is regularly required to stand.

The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate to loud.

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