



Job Description – Production Assembler

JOB SUMMARY

Physically able to assemble manufactured products according to specifications. Requires the ability to use hand and power tools (wrenches, hammers, impact tools, etc.) and may include working with mechanical, hydraulic, fuel and electrical systems on machinery.

KEY RESPONSIBILITIES

- Accurately read a tape measure and dial calipers.
- Assemble machines, equipment, and their subassemblies by following information read from blueprints, drawings, production records, written instructions, technical documents, verbal instructions, etc.
- Fit, position, and fasten components to build machinery or sub-assemblies of machinery. This includes using vises, clamps, wrenches, air-powered tools, pliers, etc.
- Handle components and completed pieces of equipment which includes lifting, moving, and positioning them, sometimes with a hoist and sometimes manually. Components frequently weigh up to 25 pounds, and occasionally weigh more than 50 pounds.
- Operate equipment to move it and check its functions. This includes using, control levers, knobs, buttons, etc. while observing and evaluating equipment functions.
- Through behavior and communication, maintains positive relationships with customers, clients, supervisors, and co-workers.
- Meet or exceed typical expectations for productivity, quality, attendance, and safety.
- Always wear appropriate PPE.
- Ability to work in a safe manner by following safety guidelines always.
- Support 5S workplace organization goals of the company and offers suggestions and make improvements that assist in achieving the department and company's performance board metrics.
- Other duties as assigned.

WORK ENVIRONMENT

- Manufacturing plant conditions (indoors, no air conditioning, variable temperature and humidity, noise, and dirt).
- Be able to handle items weighing more than 50 pounds. This includes lifting, pushing, pulling, and positioning items.
- Physical hazards such as powered vehicle, and pedestrian traffic, sharp objects, moving machinery, compressed air power supplies, and materials handling.
- Working with hazardous materials, including solvents, oils, grease, paint, and fuels.
- Workdays of up to 11 hours. Overtime, as necessary.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED); and/or equivalent combination of education and experience

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- One to three months production experience and/or training

JOB QUALIFICATIONS

Required:

- Have appropriate basic mechanical skills and aptitude, including using mechanic's tools such as wrenches, pliers, screwdrivers, etc. This should be indicated by past performance of mechanical repair, maintenance, or assembly work.
- Demonstrate appropriate reading, clerical, and basic math skills, including the ability to understand written instructions, maintain production records, and perform routine calculations.
- Have a good work record, including indications of strong self-motivation, high productivity, reliable attendance, attention to quality, ability to learn new skills, and a cordial, cooperative personality that is focused on teamwork.
- Perform multiple tasks simultaneously; ability to assess, evaluate, and carry out appropriate action for a given situation.

Preferred:

- Read blueprints, write routine reports, calculate figures, and apply concepts of fractions, percentages, and ratios.
- Professional mechanical assembly or repair experience.