

Assembler

Reports To: Department Supervisor Division: Assembly/7015
Grade Level: 5 EEO Code: 7-775
Job Classification: Non-exempt Date: Dec 2016

Job Summary:

Performs precision and intricate hand and machine assembly of finished product using equipment and methods.

Essential Duties and Responsibilities:

- Assembles complex components and inspects connections for correct tolerance and fit.
- Fasten parts and subassemblies per specifications provided by customer.
- Operates various assembly and packaging equipment including lathes, mills, sonic welders, hot stamper, heat stakers, auto baggers.
- Will read and interpret customer prints and specifications.
- Performs various types of machine and manual assembly.
- Identifies and resolves assembly and packaging issues and notifies Manager.
- Inspects assembled parts for any imperfections as per customer specifications, may include software test.
- Completes production reports daily to verify completed work that states the reasons for scrap and downtime.
- Packages finished product as per customer and company policy.

Additional Responsibilities:

- When requested, may work on special projects and various related assignments.
- May be required to compile various reports and data tracking.
- May be required to work in various areas of operations when necessary.
- Performs other related duties and assignments as required.

Physical Demands and Work Environment:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee must have excellent hand/eye coordination, and able to handle small pieces. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch and/or crawl. The employee must also occasionally lift and/or move up to 75 pounds. Specific vision abilities include close vision and color vision. Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists

The noise level in the work environment may range from moderate to loud.

Education, Skills and Experience:

- High school diploma or GED required.
- Minimum 2 years experience in small parts assembly
- Ability to read and interpret blueprints
- Familiar with various trade tools
- Strong attention to detail
- Good math skills
- Work independently with minimal supervision
- Familiar with basic computer operations

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other responsible duties as requested by his/her supervisor.

Employee: _____ Date: _____

Supervisor: _____ Date: _____