

Job Description <b>Assembler</b>
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*Department* **Manufacturing**

*Reports to* **Line Supervisor**

## Summary

Assembly Operators are assigned to various product assembly work stations within product lines, as dictated by manufacturing needs. For operational flexibility, an ability to become cross-trained and to rotate jobs is preferred.

## Requirements

<i>Experience</i>	1+ year, preferably in an industrial environment.
<i>Education</i>	High school or equivalent preferred.
<i>Technical Skills &amp; Qualifications</i>	<ul style="list-style-type: none"> <li>• Ability to operate various equipment mentioned below.</li> <li>• Ability to learn new operations, become cross-trained, and rotate jobs.</li> <li>• Ability to follow verbal and written work instructions.</li> <li>• Physically able to stand during entire shift and to conduct light lifting (40 Lbs).</li> <li>• Ability to reach down into a container of parts to retrieve parts to place on a machine; and reach into a container to stack material after it has been machined.</li> <li>• Ability to operate hand truck to move containers of materials where required.</li> <li>• Successful completion of 90-day probationary period.</li> <li>• Internal candidates: good attendance and work record, with no outstanding reprimands or warnings.</li> </ul>
<i>Personal / Interpersonal Skills</i>	Ability to interact effectively with coworkers.

## Major Responsibilities and Duties

1. Function as a member of an assembly team to produce a quality product, at a predefined rate on an assembly line.
2. Must be able to follow verbal and written work instructions.
3. Operate a variety of equipment, including but not limited to: brake press, rivet gun, and air screw drivers.
4. Must be willing and able to rotate from one position on an assembly line to another.
5. Perform other duties as specified.
6. Must follow all safety policies and instructions.
7. Must maintain a clean and organized work area.
8. Must maintain a satisfactory attendance record.