

Assembler C

Job Description

Job Title: Assembler C
Department: Solid Surface, Sub-Assembly, Assembly, Heavy Assembly, Mirrors
Reports To: Manufacturing Supervisor
Prepared By: Jessica Falconer
Prepared Date: 10/31/2018
Job Code: 6C-AS102
FLSA Status: Non-Exempt

SUMMARY

This position will be responsible for assembling mechanical units, sub-assemblies, and final assemblies to a standardized process. Assembles components by examining connections for correct fit; fastening parts and subassemblies. Processes, packages, labels, and moves finished products for shipment. Adheres to safety and quality standards.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Aligns material and puts together parts to build more complex units
- Interprets blueprint specifications for each unit
- Conducts first piece inspection to adhere to quality standards*
- Knowledge of product packaging procedures and labeling
- Understands and engages in department metrics
- Supports new product initiatives
- Proficient in scrap out procedures
- Responsible for individual production schedule expectations*
- Proficient within applicable computer programs and scanning operations*
- Proficient in most Standard Operating Procedures for applicable department/cell*
- Completes Industrial Lift Certification (as needed)
- Meets/Exceeds productivity expectations*
- Proficient understanding of department specific tools and measuring equipment*
- Sustains inventory and parts replenishment system
- Supports Continuous Improvement
- Participates in department meetings effectively

* Essential Duties and Responsibilities

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.

EDUCATION and/or EXPERIENCE

High school diploma or GED required. Courses in Industrial Technology preferred. At least 1 year of general assembly experience. Ability to acquire the necessary skills and knowledge of assembly techniques and procedures.

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. 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 talk or hear. The employee is frequently required to sit. The employee is required to stand for the majority of the shift; use hands and arms to handle, feel and reach. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate.