

Reid-Ashman Mfg. Job Description



Job Title: Assembler
Department: Production
Reports To: Production Team Leader
FLSA Status: Non-Exempt
Prepared By: Duane Tyler
Prepared Date: 4/07

SUMMARY

Assembles machines, equipment, and their subassemblies following blueprints and other written and verbal specifications by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned.)

Work well with others in a team environment.

Follows assembly procedures, blueprints, and verbal instructions, to meet design specifications.

Removes small quantities of metal or paint to clean parts or to produce close fit between parts.

Drills, taps, or reams holes.

Aligns components, and bolts, screws, rivets, glues, solder, or fastens them together.

Installs moving parts, such as bearings, shafts, casters, levers, springs, motors, gears, chains, pneumatics, brakes, etc., and works them to test free movement and proper functionality.

Tests or assists in testing operation of completed product.

Clean-up, touch-up, apply labels, and assemble button-up boxes of completed products in preparation for QC and shipping.

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

A minimum of High school diploma or general education degree (GED); and three to six months related experience and/or training; or equivalent combination of education and experience in a field related to mechanical assembly or repair. Good mechanical aptitude is a must.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, Material Safety Data Sheets, operating and maintenance instructions, procedure manuals, engineering drawings, and memos. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to deal with nonverbal symbolism (blue prints, electrical and pneumatic schematics, etc.) in its most difficult phases.

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 stand; walk; use hands to finger, handle, feel, and operate hand tools; reach with hands and arms; stoop, kneel, crouch; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move parts or subassemblies up to 50 pounds safely. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, to ascertain correct assembly and proper color and texture of finished parts.

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 noise level in the work environment is usually moderate.

GENERAL SIGN-OFF

We believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline the primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. I understand that I am expected to adhere to all company policies. I understand that the employment relationship between me and Reid-Ashman Mfg. remains at all times at-will and can be terminated at any time for any reason, with or without cause or notice.

Employee Name _____

Employee Signature _____

Date _____