

Reid-Ashman Mfg  
Job Description



**Job Title:** Crate Assembler  
**Department:** Crate Shop  
**Reports To:** Shipping Manager (Michael Lindsay)  
**FLSA Status:** Hourly  
**Prepared By:** Budd Black  
**Prepared Date:** 3-3-03  
**Revised Date:** 3/30/2021

**SUMMARY**

Fabricates wooden crates or boxes for machinery, or other large or odd shaped products by performing the following duties. Works with other employees in the crate shop.

**ESSENTIAL DUTIES AND RESPONSIBILITIES, AND QUALIFICATIONS** include the following. Other duties may be assigned.

Builds crates according to Team Leaders instruction.

Must know how to read a measuring tape.

Must be able operate the following equipment with safety in mind, Nail Gun, Screw Gun, Staple Gun, Radial Arm Saw, Table Saw.

Saws materials to size.

Assembles materials.

Maintains cleanliness of crate shop.

Works in conjunction with other departments in the company.

Ability to apply common sense understanding to carry out detailed written or oral instructions.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**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; and stoop, kneel, crouch. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**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 and vibration. The employee is given PPE equipment to help carry out his or hers responsibilities. The noise level in the work environment is usually loud.

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.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Updated March 30, 2021