



JOB DESCRIPTION

Job Title: Assembler	Department: Operations
Reports To: Production Supervisor	FLSA Status: Non-Exempt
Direct Reports: None	Effective/Revised Date: Dec 2016

JOB SUMMARY

An assembler is a worker who is semi-skilled and assigned to assemble, erect, and replace parts of standard and custom machines as manufactured by the Employer.

JOB DUTIES AND RESPONSIBILITIES

- Work from simple to fairly complicated drawings and specifications.
- Operates certain hand and machine tools as required for proper fitting and assembly.
- Make basic electrical connections required for assembly.
- Maintains quality and quantity production, as well as thoroughly inspecting work products.
- Ability to crate/skid machines.
- When assigned to other or related work, he/she is required to perform according to his/her ability.
- Works with Engineering and other Production personnel to make modifications to parts drawings as needed.
- Maintains a safe and clean work environment.
- Occasionally participates in production and other meetings.

JOB REQUIREMENTS

- Associates degree or equivalent experience
- 0 – 3 years related work experience, preferably in a machine shop environment, including experience in areas such as sheet metal, metal finishing, machine tool operation, and assembly.
- Understanding of how to view drawings and answer questions from them.
- Ability to interface well with other departments and work together to solve problems
- Answer questions or provide training to any co-worker, contractor, customer, or vendor when requested or directed by management.
- Strong interpersonal skills
- Strong organizational skills
- Good written and oral communication skills
- Team player; self-motivated, self-directing
- Strong attention to details
- Ability to prioritize and handle multiple, concurrent projects and tasks
- Basic computer skills and the ability to learn new software
- Knowledge of how to use standard measurement tools

PHYSICAL DEMANDS/WORKING CONDITIONS

Work is performed on the shop floor, and requires frequent use of the phone and use of the computer. Requires the ability to lift up to 50 pounds. High attention to detail required. Occasional travel is required.