

## Assembler I - Position Description

**Job Title:** Assembler I  
**Department:** Assembly  
**Reports to:** Assembly Supervisor  
**FLSA Status:** Non-Exempt  
**Prepared by:** Human Resources  
**Rev Date:** Rev 1/5/2021

### Position Summary:

The Assembler I completes kitting, assembly and packaging processes according to established operating procedures by performing the following duties:

### Principal accountabilities include, but are not limited to:

- Read, learn, understand and interpret blueprints and work instructions, and other instructions written or verbal, to complete assembly of products or components according to established guidelines and quality standards.
- Use a variety of hand and power tools following appropriate methods and procedures to complete mechanical assembly of components or products, and prepare products and other items for shipment.
- Inspect and test parts and products as necessary, during or after assembly, according to established guidelines and quality standards.
- Maintain a clean and organized work area and maintain all equipment according to maintenance plans and established procedures.
- Practice problem solving and troubleshooting techniques as part of a team responsible for realizing continuous improvement to products and processes.
- Utilize designated personal protective equipment (PPE).
- Operate within standard operating procedures (SOPs) and Job Safety Analysis (JSAs).
- Cross train to other departments as needed.
- Other duties as needed.

### Desired qualifications:

- High school diploma or general education degree (GED); or 1-2 years related experience and/or training; or equivalent combination of education and experience.
- Successful candidates need to possess a technical/mechanical aptitude for safely utilizing hand and power tools in the manufacture of heavy industrial equipment.
- Individual should have a strong work ethic, be self-motivated, and able to perform their assigned duties, in a quality manner with minimal supervision.

- Ability to read and comprehend simple instructions, short correspondence, bill-of-materials (BOM), shop routings and blueprints.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Must be willing to learn and practice continuous improvement techniques such as 5S, one piece flow, value stream mapping, set-up reduction, poka-yoke (mistake proofing), Kan-Ban etc.
- Ability to work on feet for a 10-hour shift.
- Frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- Occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.
- Ability to lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.
- Regularly exposed to moving mechanical parts.
- Noise level in the work environment is usually moderate. The work area is not air conditioned and the temperature will fluctuate with the seasons.

**Benefits:**

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|----------------------|--------------------------|-----------------------------------|
| • Full time position | • Flex spending plan     | • Simple IRA retirement plan      |
| • PTO                | • Dental insurance       | • Short- and long-term disability |
| • Health insurance   | • Vision insurance       |                                   |
| • Life insurance     | • Supplemental insurance |                                   |