

Assembler

Job Title:	Assembler	Company Job Code:
FLSA Status:	Division/Department
EEO Code:	Reports to:	Shift Supervisor
Salary Grade/Band:	Last Revision Date:

SUMMARY

Performs manual labor along a production line. Operates and troubleshoots production line machinery and computers. May perform minor repairs as necessary.

PRIMARY RESPONSIBILITIES

1. Operate production line machinery and computers.
2. Troubleshoot production line machinery.
3. Perform equipment change-overs.
4. Responsible for quality control. Make adjustments as necessary to produce product within specifications. Reject product outside of specifications.
5. Operate within standard operating procedures (SOPs) and Job Safety Analysis (JSAs).
6. Operate forklift to maintain raw material supply for the production line.
7. Complete daily production logs.
8. Perform preventive maintenance (PMs) on production line machinery.
9. Communicate with operators from other shifts.
10. Clean and maintain work area.
11. Turn off and lock out equipment when not in use.
12. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Assist mechanics and machinists in repair work.
2. Perform back-up for warehouse.
3. Provide on-the-job training to new employees.
4. Order raw materials. Maintain material supply adhering to just in time manufacturing principles.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.

2. Manual dexterity required for operating machinery and computers.
3. Ability to lift up to 30 pounds required.

WORKING CONDITIONS

Working conditions are normal for a manufacturing environment. Work involves frequent lifting of materials and product up to 30 pounds. Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, work boots, and hardhats. Loose fitting clothes and jewelry are not permitted.

SOURCE: hrVillage.com