



**Position Description:** Assembler

**Immediate Supervisor:** Team Leader - Assembly

**Job Summary:**

The Assembler will assemble manufactured products and pack according to specifications.

***Supervisory Responsibilities:***

- None.

***Duties/Responsibilities:***

- Assembles components, fabricated metal products, electrical equipment, and more according to directions.
- Reads blueprints, schematics, or similar documentation, then builds to those specifications.
- Uses various powered and hand tools to accomplish assigned tasks.
- Maintains logs, records, and reports concerning production and product inconsistencies.
- Maintains equipment and performs basic repairs when needed.
- Inventories tools, parts, and supplies; contacts materials handler if supplies are needed.
- Checks products to ensure quality and uniform completion; resolves any identified problems and alerts team leader.
- Make sure floor is free of obstructions, maintain good housekeeping.
- Maintain orderly tool area.
- Follows all safety rules.
- Understands and follows Job Safety Analysis for this position.
- Wears eye protection and any other designated PPE.
- Performs other related duties as assigned.

***Required Skills/Abilities:***

- Ability to read and understand blueprints and schematics.
- Detail-oriented and consistent.
- Works well as a productive member of a team.
- Ability to properly maintain and perform basic repairs on equipment.
- Basic ability in mathematics, reading, or writing.
- Must be able to read a tape measure
- Must have manual dexterity in order to assemble products
- Must have excellent hand-eye coordination.
- Ability to differentiate between colored wires, tabs, and electronic components.

## Physical Requirements

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0- 2.5+ hours/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hours/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hours/day)

Physical Abilities		Push / Pull	Lift / Carry
Stand.....	C Reach above shoulder... C	≤ 12 lbs..... C	≤ 10 lbs..... C
Walk.....	C Climb..... F	13-25 lbs..... C	11-25 lbs..... C
Sit.....	O Crawl..... N	26-40 lbs..... C	26-56 lbs..... C
Hands/fingers	C Squat or kneel..... C	41-100 lbs..... C	57-100 lbs..... N
Reach outward.....	C Bend..... C		> 100 lbs..... N

By signing below I acknowledge and understand the requirements of the position as listed above.

---

Signature

Date

---

Print Name