

POSITION:

Assembly Operator

DEPARTMENT:

Assembly

PHYSICAL REQUIREMENTS OF POSITION:

Maintain cleanliness.

Must be able to lift and carry up to forty (40) pounds frequently.

Must be able to push and pull up to two-hundred (200) pounds often.

Must be able to bend and squat often.

Must be able to stand and walk at least eight (8) hours a day.

Must be able to run two (2) or more work stations at a time.

Must pass physical assessment test.

SCOPE:

Internal: Interacts with supervisors, maintenance, lead people, stock personnel and other assembly operators to receive assignments, inform of problems, and assist with solutions to problems.

External (within company): N/A

External (outside company): N/A

ESSENTIAL FUNCTIONS OF POSITION:

1. Operate safely at all times.
2. Lifting, carrying, and stacking boxes on skids.
3. Pushing and pulling skids throughout the plant.
4. Lifting and carrying totes up to forty (40) pounds frequently.
5. Pushing and pulling of containers up to two hundred (200) pounds often.
6. Ensure quality of parts before they are packaged.
7. Ensure parts are packaged correctly with proper labeling.
8. Operate efficiently to maintain production rate and control costs.
9. Maintain a workable knowledge of and the ability to perform all assembly operations maximizing productivity and minimizing downtime.
10. Understand assembly technical terms and abbreviations.
11. Compliance of written instructions on route sheet and quality documents.
12. Build subassemblies by hand (3 or more steps in sequence).
13. Proper usage of quality control measuring gauges (templates, gauge pins, scales, etc.).
14. Operate auxiliary equipment (heat staker, pin press, air drivers, hot stamp, ultrasonic welders, etc.), follow safety

guidelines.

15. Maintain cleanliness work station, recognize hazards and take corrective action.
16. Understand and perform Statistical Process Control functions, which include calculating control limits, read and understand attribute charts, plot statistical data on variable charts, and determine corrective action for discrepancies.
17. Visual quality inspection of parts for defects, including, but not limited to short, flash, sink, burn, pulled, contamination, splay, warp, etc., and take corrective action in order to keep scrap as low as possible and to prevent parts from going on hold.
18. Meet daily production quota.
19. Troubleshoot assembly shop equipment.
20. Be held accountable for quality and meeting quotas.
21. Must be back to their designated work stations from all breaks and lunches on time.

REPORTING RELATIONSHIPS:

Reports to Assembly Lead Person.

EQUIPMENT:

Air drivers, winders tape machine, printers, welders, pin press, hot stamp, hand held tools, etc.

OTHER:

Other duties as assigned.

EDUCATION AND TRAINING:

Education: Pass new hire assessment test.

Experience: Prefer 1 year assembly experience.

Skills: Statistical math skills, which include read, add, subtract, multiply, and divide decimals to the nearest ten-thousandths and calculate percents, fractions, averages, median, mode, mean, range, and sum. Excellent reading/comprehension, written, team building, interaction, and organizational skills. Manual dexterity skills, eye and hand coordination. Skills in using quality gauges and tools, including triple beam scale, digital scale, feeler gauge, cosmetic template, quality control diagram, gauge pins, and dial indicators. Other quality skills include use of X Bar and R Chart, P-Chart, and Median Chart.

Behavioral Characteristics: Must be self directed and have the initiative and drive for constant improvement in quality and performance. Must maintain a positive attitude and follow the basic principles when dealing with other employees above and below the position. Must listen to understand clearly and give feedback to help others. Also, must be willing to take on new assignments, request help, be able to get your point across, deal with changes, work smarter, participate in group meetings, and be a team player.

My signature below indicates that I have received a copy of my job description and I understand that these are all requirements of my job.

Print Name

Signature

Date