

POSITION DESCRIPTION



Position Title: Assembler I

Grade: H09 **FLSA:** Non-exempt

General Summary: Perform a variety of sub-assembly and/or assembly operations of basic complexity

Essential Functions:

- Prepare work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials
- Position parts and subassemblies by using templates or reading measurements
- Assemble components by examining connections for correct fit; fastening parts and subassemblies
- Assist in the building of prototypes and/or other basic assembly projects outside or normal production as needed
- Maintain safe and clean working environment by complying with procedures, rules, and regulations
- Conserve resources by using equipment and supplies as needed to accomplish job results
- Contribute to team effort by training others in performance of basic assembly tasks as needed
- Inspect all work and insure it meets requirements prior to passing it on to the next operation
- Document actions by completing production and quality forms

Required Knowledge, Skills and Abilities:

- Must be able to safely use small hand and power tools
- Must be able to read and interpret Drawings and Bills of Material
- Must have basic computer skills

Education/Experience:

- High School diploma, GED or combination of work experience and skill development required
- 0-1 year experience working in a manufacturing environment desirable

Physical Demands: (The work is classified as Medium – Heavy Physical Demand Level (PDL) by the US Dept of Labor’s Dictionary of Occupational Titles) Frequencies: Occasional (1-33%); Frequent (34-66%); Continuous (67-100%)

Lifting Demands	<ul style="list-style-type: none"> • Lift up to 75 lbs on an occasional basis floor to waist • Lift up to 50 lbs on a frequent basis floor to chest • Carry up to 75 lbs on an occasional basis up to 25 feet • Push/pull up to 100 lbs on an occasional basis
Postural Demands	<ul style="list-style-type: none"> • Standing – continuous • Walking – continuous • Bending/stooping – continuous • Squatting/kneeling – continuous • Lifting – continuous
Miscellaneous Demands	<ul style="list-style-type: none"> • Gripping, manipulation, fingering – frequent to continuous • Variable hand/power tool use – frequent • Two-person lifting tasks using assistive devices for lifting, pulling and pushing including hand trucks, pallet jacks, forklifts and hoists

Customer Satisfaction/Safety/Quality/Environmental:

- Our goal is to provide a world-class service to our customers by delivering defect-free products on time to both our internal and external customers Your comments and suggestions are an integral part of our success
- Responsible for ensuring that quality systems function effectively and products meet customer requirements
- Responsible for following safety and environmental rules and regulations
- Responsible for ownership of his/her own safety and that of their coworkers
- Responsible for maintaining a safe and healthy work environment
- Making certain potential hazards are identified and corrected in a timely manner
- Responsible and empowered to make the decisions and take the necessary actions that are required to fulfill the quality policy
- Responsible for the quality of his/her work
- Conform to G&W’s Environmental Management System (EMS) and comply with applicable regulatory requirements
- Contribute to continual improvement of activities, products and services that will help prevent pollution, reduce waste and protect our environment

Note: *This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job It is intended only to be a general description of the essential functions common to positions of this type.*