

Universal Industries, Inc.
Job Description

Job Title: Assembler
Department: Assembly
Reports To: Production Supervisor
FLSA Status: Nonexempt
Prepared By: Human Resource Manager
Prepared Date: 06/24/09
Revised: 06/2013
Approved By: General Manager
Approved Date: 06/2013

SUMMARY

Assembles products called out on shop orders and/or at the direction of a supervisor or leadperson working at bench or on shop floor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Performs other duties as required. The essential duties and responsibilities of this position can be changed by management at any time.

Excellent attendance/reliability and willing to work overtime when necessary according to the contract guidelines.

Use proper Personal Protective Equipment (PPE).

Keep work area clean, work in safe manner and comply with plant safety rules and regulations at all times.

Must meet or exceed performance metrics and have an understanding of manufacturing standards including efficiency, production and direct labor in order to perform the job. Complete scheduled work and tasks within time allotted or if unable to, supervisor or leadperson must be notified.

Able to maintain an appropriate production schedule

Work in a fast paced work environment. Will be required to work both independently and interactively and will be required to check all work for accuracy and correctness of assembly.

Maintains a good working relationship with his/her fellow associates, and keeps his/her supervisor advised of all situations within the work area.

Inspects all individual work pieces and assemblies for quality in regards to fit, form, function and cosmetics. Must have great attention to detail. Reports all defects to supervisor.

Recommend proposals for improving products, processes, systems, productivity and work environment (Continuous Improvement Process).

Responsible for following lockout/tagout procedure.

Participate in required OSHA training and other safety training as required.

Performs work within labor standards for job assignments.

Follows established procedures for accurate inventory control including completing all operations accurately as they are finished. Double check orders to make sure all items are included in shipments.

Assembles terminals, drives, complete units and/or sub-assemblies as required. Reads shop orders to assure proper part call-out on configured and non-configured orders and notifies supervisor when incorrect. Picks assembly components as required and accurately.

Reads and interprets drawings and other manuals and documents relating to product assembly.

Assembles parts by following written work instructions and manuals. Inspects assemblies for proper alignment and fit, notifies supervisor if there is a problem. Do final inspection of assembled units using final audit form, sign and date form verifying correct completion.

Uses hand tools to fasten parts together with bolts, screws, speed clips, rivets, or other fasteners.

Removes small quantities of metal with hand files and scrapers to produce close fit between parts.

Operates material handling equipment, drills, presses, grinders or other power tools and machines to assist in assembly operation as required or directed by supervisor or leadperson.

Operates manufacturing computer system accurately in relation to time card and shop order data entry.

Maintains acceptable direct labor hours and efficiency percentages.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints, written work instructions and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form, this includes shop orders, assembly manuals or other written or verbal instructions.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Involves physical activity, which generally requires a moderate amount of exertion on a regular basis. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Mechanical lifting equipment is available to assist in lifting or moving work pieces. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

APPROVED:

Employee	Date
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Production Supervisor	Date
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General Manager	Date
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