



BARN LIGHT

ELECTRIC COMPANY®

Job Title: Assembler

Department: Assembly

Reports to: Manufacturing Supervisor

Supervisory Responsibility: No

FLSA Status: Non-Exempt

Physical Demands: Level II

Job Summary: Responsible for the fabrication of various fixtures or products using pre-prepared components for final assembly. Assemble component parts or pieces adhering to a specified set of blueprints or instructions.

Essential Duties and Responsibilities:

- Read and interpret assembly instructions, blueprint specifications, and parts lists; gather parts, subassemblies, tools, and materials for assembly
- Assemble parts and subassemblies to build various fixtures using common hand and power assembly tools working from drawings, samples and verbal instructions
- Exercise judgment in fitting, aligning and adjusting components as needed; examine connections for correct fit
- Work to maintain daily production as directed by management
- Responsible for recognizing malfunctions or material defects and making adjustments
- Report problems with quality, processes, equipment and/or materials to Assembly Lead
- Work in accordance with all safety procedures and policies, and wear all PPE as needed
- Assist other manufacturing departments as directed by Management when necessary
- Adhere to all company policies, procedures and Standard Code of Conduct
- Maintain regular and prompt attendance
- Perform other duties as assigned

Required Skills

- Understand and interpret blueprints, specifications, and operating instructions
- Ability to work in a fast-paced environment with attention to detail
- Strong communication skills, verbal and written
- Use of basic hand/power tools

Preferred Skills

- 1-2 years manufacturing or assembly experience

Educational/Certification/License Requirements

- High School Diploma or equivalent