



## Assembler

**Job Summary:** Responsible for performing repetitive bench or line assembly operations to mass-produce or assemble pre-formed products: Places parts in specified relationship to each other. Deburr, bolts, clips, screws, cements or otherwise cleans and fastens parts together by hand, or using hand tools or portable power tools. May tend machines, such as manual riveting tool, to perform force fitting or fastening operations on assembly line. May be assigned to different workstations as production needs require. May work on line where tasks vary as different model of same article moves along line.

### Essential Duties and Responsibilities:

- Read and interpret 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
- Verify specifications by measuring completed component
- Resolve assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources
- Keep equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs
- Maintain safe and clean working environment by complying with procedures, rules, and regulations
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Conserve resources by using equipment and supplies as needed for minimal waste
- Document actions by completing production and quality forms
- Adhere to all company policies, procedures and business ethics codes
- Maintain regular and prompt attendance
- Perform other duties as assigned

### Required Skills:

- Must be mechanically inclined and knowledge of basic hand/power tools
- Have knowledge of many assemblies
- Ability to troubleshoot issues as well as assist neighboring assemblers

### Educational/Certification Requirements:

- High School Diploma or Equivalent