



## Job Profile and Description: **Assembler**

*Revised 04/29/2014*

Responsible for assembling components to build a piece of equipment using multiple parts during assembly.

### **Duties and Responsibilities**

- Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
- Positions parts and subassemblies by using templates or reading measurements.
- Assembles components by examining connections for correct fit; fastening parts and subassemblies.
- Verifies specifications by measuring completed component.
- Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.
- Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.
- Contributes to team effort by accomplishing related results as needed.
- Do a material take off from drawings

### **Skills and Specifications**

Willingness to safely complete any tasks that are assigned with a positive attitude.

- Listen to directions from supervisors.
- Solid understanding of how to properly use basic tools
- Must be able to read a tape measure and understand hundred & thousand degree measurements
- Must be able to operate a forklift properly (once licensed)
- Not distracted by other interactions or work going on around them
- Positive Attitude and demeanor

### **Physical Requirements**

- Must be able to stand and/or be on their feet 10-12 hours / day
- Must be able to lift 50lbs as needed
- Must be able to go up and down on ladder, steps, or other lifts as needed
- Must be able to work in outdoor weather and/or unregulated temperatures for 10-12 hours / day

### **Education and Qualifications**

- High School Diploma or Equivalent

### Tool List - Required

Tool Box	Socket Wrench Set 1/4" to 1 1/8" – 3/8" or 1/2" Drive	Combination Wrench Set 1/4" – 1 1/8"	Allen Wrench Set
Adjustable Wrench	Pipe Wrench	Ball Peen Hammer	Pliers
Screw Driver Set	Try Square (12")	Punches (Center Punch, etc)	Chisel
Line Up Pin	Tape Measure 12'	Scribe	