



## **Job Description**

**Job Title:** Assembler  
**Department:** Pressure  
**Reports to:** Focused Factory Manager  
**FLSA status:** Non-Exempt/Hourly

### **SUMMARY**

The position of Assembler builds, mounts, calibrates, closes, and prepares units for shipping in the Pressure Department.

### **REASONABLE ACCOMMODATIONS STATEMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

- High School diploma or GED
- 6 – 12 months related experience and/or training preferred

### **ESSENTIAL FUNCTIONS STATEMENTS**

- Pre-calibration, read special calibrating sheets.
- Read ISO procedures and blueprints.
- Knowledge of all model options
- Knowledge of torque wrench charts
- Work with application Engineer on special calibrations
- Communication with Sub-Weld, Sub-Assembly, and Quality Control
- Read and follow Job Orders to fill orders and pull parts.
- Assemble using drill press, screw drivers, torque wrenches and hammers.
- Build switches per Job Order.
- Calibrate every switch using a test stand.
- Put covers on switches and scale the inside.
- Close orders in computer and send to shipping or End of Line inspection.
- Organize inventory and understand how it works.
- Adhere to guidelines and procedures proscribed by ISO 9001.
- All other functions/responsibilities assigned by the manager.

### **REQUIRED SKILLS**

- Basic computer skills.
- Detail-oriented.
- Basic Math: the ability to add, subtract, multiply, divide, fractions, and decimals.

## POSITION QUALIFICATIONS

### Competency Statements

- Personal Attitude and Integrity – Ability to display a positive attitude regarding work and co-workers.
- Judgment/Decision Making – Ability to make thoughtful decisions. Ability to accept accountability.
- Dependability – Ability to meet work standards and attendance requirements of the position.
- Quality – Ability to actively support SOR quality standards.
- Problem Solving/Implementation – Ability to deal with varying workload requirements, manages change effectively. Organizes tasks in a logical sequence and identifies resources required for work plans.

### PHYSICAL DEMANDS

- Required to report to work punctually as scheduled and to work all scheduled hours and any required overtime.
- Occasionally lift and/or move up to 20 lbs.

#### Physical Demands

		Lift/Carry	Push/Pull
<u>C</u>	Stand	<u>F</u> 10 lbs or less	<u>F</u> 12 lbs or less
<u>F</u>	Walk	<u>O</u> 11-20 lbs	<u>O</u> 13-25 lbs
<u>C</u>	Handling / Fingering	<u>N</u> 21-50 lbs	<u>N</u> 26-40 lbs
<u>F</u>	Reach outward	<u>N</u> 51-100 lbs	<u>N</u> 41-100 lbs
<u>O</u>	Reach above shoulder	<u>N</u> Over 100 lbs	
<u>N</u>	Climb		
<u>N</u>	Crawl		
<u>O</u>	Squat or kneel		
<u>O</u>	Bend		
<u>O</u>	Sitting		

#### Other Physical Requirements

##### Ability to wear Personal Protective Equipment (PPE)

<u>O</u>	Respirator
<u>O</u>	Ear protection
<u>C</u>	Safety glasses
<u>N</u>	Steel-toed safety shoes/boots
<u>O</u>	Other: <u>face shield if grinding; weld shield if welding.</u>

*N (Not Applicable) Activity is not applicable to this occupation.*

*O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)*

*F (Frequently) Position requires this activity from 33% of the time (2.5 - 5.5+ hrs/day)*

*C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)*

### WORK ENVIRONMENT

- Exposed to moderate noise and temperatures.
- Exposed to dust and some chemical processes.

### REQUIRED TRAINING

All required training is determined by the department supervisor and/or manager. Procedures critical to this position can be identified as such on the Department Training Matrixes which are located in the Human Resources Department.

Updated 05/03/2023 MJS

## **COMPANY STATEMENT**

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors/managers as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.