

**QUALITROL CORPORATION
POSITION DESCRIPTION**

JOB TITLE: ASSEMBLER	EEO CATEGORY OPERATIVES (SEMI-SKILLED)	FLSA: NON-EXEMPT	EFFECTIVE DATE:	SUPERSEDES: NEW
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POSITION REPORTS TO:

Production Supervisor

BASIC FUNCTION:

The Assembler, under moderate supervision, assembles parts to form complete units or subassemblies, using hand or power tools. He/She will be responsible to build units in one cell, as directed by Production Supervisor or Cell Lead.

ESSENTIAL DUTIES*:

- Sets up and operates assembly equipment such as small hydraulic presses, stakers, small drill presses, welding machines, air drivers, spin riveters, and winders.
- Rotates in other work cells as directed by Supervisor or Cell Leader.
- Packs finished product for shipment.
- Maintains work area in accordance with established housekeeping procedures to ensure a safe and clean work environment.
- Actively participates in making cell improvements, suggests and helps implement
- Performs duties in accordance with established quality standards.
- Performs such similar, comparable or related duties as may be required.
- *Standing required to perform essential duties.

QUALIFICATIONS:

Knowledge:

- High School Diploma or equivalent
- Minimum 1 year experience in an assembly or lean manufacturing environment
- Experience working efficiently in at least 5 assembly cells
- Manual dexterity and mechanical aptitude
- Proven, positive work experience in a team environment
- Ability to use various hand and power tools and equipment to read measuring devices
- Experience using computer keyboard
- Proven attainment of quality standards
- Process focused, experience working with on-piece work flow in daily work
- Experience working from blueprints, engineering drawings, and customer orders
- Excellent, proven attendance record
- Ability to lift up to 30 lbs of material manually, as needed
- Working off shift hours are required, when needed
- Must be able to work overtime

Working Conditions:

- Plant environment.
- Lifting up to 30 lbs. manually.
- Safety glasses are required.
- Standing required.
- Overtime may be required