

Assembler

Classification: Non-Exempt Hourly
Salary Grade: TBD
Reports to: Production Manager / Team Leader
Version/Date: A20180125

Summary/Objective: Incumbent assembles products in accordance with established quality ISO standards utilizing drawings and specific work instructions.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assembles assigned product parts on assembly line in accordance with production guidelines
2. Performs mechanical tasks when necessary to include drilling, sawing, and grinding
3. Must be able to read and comprehend written instructions and engineering drawings
4. Must be able to perform each essential duty per required standards and quality requirements
5. Cuts and bends metal parts for projects
6. Maintains organization of the shop in a clean, orderly, and safe manner
7. Learn and use material flow and job packets information
8. Complete all required reports and associated paperwork.
9. Must be able to operate forklift
10. Update/write procedures according to job assembly practices
11. Must authorize, pass and adhere to company drug testing requirements
12. Maintain a professional appearance

Competencies

1. Proficiency with common power tools – hand drill, etc.
2. Must be able to read a tape measure to 1/16”
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
5. Clear, concise and effective verbal and written communication skills
6. Basic computer skills including file structure and navigation
7. Ability to utilize time management software
8. Self-motivated, focused and results oriented. Self-determined and driven to achieve defined goals.

Supervisory Responsibility

This position has no direct supervisory responsibilities

Work Environment

A person in this job operates in a manufacturing production environment. This role routinely uses tools and equipment such as power drills, saws, brazing equipment and measuring devices.

While performing the duties of this job, the employee is regularly required to stand; walk and use hands. The employee is frequently required to reach with hands and arms and talk or hear. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles; risk of electrical shock and vibration. The noise level in the work environment is usually loud.



Position Description

Assembler

Physical Demands

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk and use hands. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.

Position Type/Expected Hours of Work

This is a full-time position, and days and hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m. Overtime is required, including Saturdays.

Travel

No routine travel.

Required Education and Experience

High school diploma or general education degree (GED); and two to four years related experience and/or training; or equivalent combination of education and experience. Experience in reading and interpreting blueprints.

Preferred Education and Experience

One (1) to two (2) years of production experience in a fabrication manufacturing environment.

Additional Eligibility Qualifications

None

Work Authorization/Security Clearance

None

AAP/EEO Statement

The company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

HOW TO APPLY: Submit cover and resume by email, mail or fax:

Email: patty@northernairtech.com, Address: 3605 Buffalo Rd, Rochester, NY 14624, Fax: 585-594-8888