

Job Title:	Assembly Technician - Carmi 1309
Report To:	Production Supervisor - Carmi 1309
Department:	Production
Summary:	To assemble, test, and inspect equipment based on picking sheets, assembly instructions, line sheets, and test data sheets

**Essential Duties and Responsibilities:**

1. To correctly assemble, test, and inspect equipment based on picking sheets, assembly instructions, line sheets, and test data sheets in the time frame stated on the picking sheets.
2. To recommend corrections for any errors found on picking sheets, assembly instructions, line sheets, or test data sheets.
3. To report any quality issues as they occur to their supervisor or to the quality manager
4. To maintain a marked place on the assembly instructions to indicate their current place in the assembly process of the equipment and to correctly complete all paperwork in a timely manner.
5. To clean their workstation on a daily basis
6. To care for and clean their assigned equipment

**Other Responsibilities:** Any other duties required by Management or Supervision.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Measurement of competency:** At the end of the 90 day evaluation period, the employee has to have correctly assembled one power unit, one skimmer, and one sub-assembly in the time allowed on the picking sheets. Additionally, to perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Qualifications:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or experience:** High School diploma or general education degree (GED); or, six months related experience and/or training; or equivalent combination of education and experience.

**Language skills:** This job requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. This job requires the ability to write routine reports and correspondence. This job requires the ability to speak before groups of customers or employees of the organization.

**Mathematical Skills:** This job requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry.

**Reasoning ability:** This job requires the ability to apply common sense understanding to carry out instructions in written, oral, pictorial, or diagram form.

**Computer skills:** None.

**Certificates, licenses, registrations:** A valid driver's license and insurability are strongly preferred.

**Other skills and abilities:**

**Other qualifications:**

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to talk and hear. The employee is regularly required to stand and/or walk on concrete. The employee is occasionally required to lift and/or move up to 50 pounds. The employee is occasionally required to stoop and/or squat repeatedly or bend over and reach into a box repeated throughout the workday. The employee is occasionally required to use hands to finger, handle, or feel and reach with arm and hands.

**Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The employee is occasionally exposed to vibration. The noise level is usually moderate. While performing the duties of this job, the employee is occasionally exposed fumes or airborne particles. The employee could be required to drive a forklift or a motor vehicle.

Authorities for decision making:	N/A
Candidate Requirements / Attributes:	N/A
Dimension of the Position:	N/A
Problem Solving Characteristics:	N/A
Demands for Influencing:	N/A
Summary:	N/A

Revised Date: 05/23/2014

Approved by: Scarlett, Joy