

Job Title: Assembly Technician – Fairfield, IL - 211

Reports to: Production Supervisor – Fairfield, IL – 211

Department: Production

Summary: To assemble and inspect Boom.

Essential Duties and Responsibilities:

1. To assemble all components as directed for Boom in a timely manner and in accordance to pre-established quality standards.
2. To report any quality issues to the production lead
3. Organize and keep track of tools
4. Notify production lead when changing jobs
5. Clean up workstation on a daily basis
6. Care for and clean up 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 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: Recommended but not required - High School diploma or general education degree (GED). 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 work orders.

Mathematical Skills: This job requires the ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.

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 to 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

Revised: 11/10/2020

Approved by: Greg Gibbs