



## JOB DESCRIPTION

Production Assembler

**Purpose:** A Production Assembler performs all tasks involved in the manufacturing of products in a way that is as efficient and safe as possible.

### Essential Functions:

- Report to work on time and in accordance with all applicable attendance policies
- Maintain good relationships; be approachable
- Maintain safe work practices and an organized workspace
- Understand and follow workflow and instruction procedures
- Execute manual assembly tasks with accuracy and efficiency
- Monitor own work for adherence to standards
- Contain and report quality defects in a timely manner
- Operate equipment according to established procedures
- Use basic computer skills to retrieve and create information
- Contribute to the performance, welfare, and growth of the team; achieve production targets and goals
- Recommend solutions to production problems and barriers to performance
- Keep direct supervisor informed
- Accept constructive feedback and adjust practices
- Abide by Employee Handbook and policies which may be implemented from time to time and immediately report any violations of the same by others

*Reasonable accommodations may be provided to qualified individuals with disabilities in accordance with applicable federal and state law.*

### Required Traits:

- Integrity
- Treat Employees with Respect
- Attention to Detail
- Finger Dexterity
- Arm-Hand Steadiness
- Near Vision

### Competencies:

- Diagram Reading
- Teamwork
- Learn and Grow
- Handle Variety of Tasks
- Motivation
- Find a Better Way

**Reports to:** Production Cell Leader or Supervisor

**Position Type:** Non-Exempt

**Work Environment:** Employee is occasionally exposed to excess noise or vibration; dust, fumes, gases, smoke, or other irritating substances; solvents or chemicals. EE is occasionally required to work with hot or cold substances.

**Physical Demands:** Employee is continuously required to use fingers and hands to grasp, handle, push, reach, feel; exercise close vision and ability to adjust focus, exercise color vision and depth perception; Employee is frequently required to stand, sit, and walk; talk and hear; use foot controls; lift and/or move up to 15 pounds. Employee is occasionally required to exercise distance vision and peripheral vision; stoop, kneel, or crouch; climb or balance; lift and/or move up to 40 pounds.

**Required Education:** Basic math and reading comprehension skills

**Required Experience:** None Required

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities required. Duties, responsibilities and activities may change or be assigned within discretion of management.

**Effective:** July 10, 2019

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