Job Title: Assembly Team Member  
Department: Production  
Reports To: Shop Supervisor  
FLSA Status: Non-Exempt  
Prepared By: Human Resources  
Rev Date: Rev 6/21/2012  

Summary: Completes kitting, assembly and packaging processes according to established operating procedures by performing the following duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Read, learn, understand and interpret blueprints and work instructions, and other instructions written or verbal, to complete assembly of products or components according to established guidelines and quality standards.

- Use a variety of hand and power tools following appropriate methods and procedures to complete mechanical assembly of components or products, and prepare products and other items for shipment.

- Manage inventory following established guidelines and procedures including labeling and locating parts, picking parts from appropriate locations in specified quantities to fill kits or bins, delivering parts to work areas, and recording and communicating inventory levels.

- Inspect and test parts and products as necessary, during or after assembly, according to established guidelines and quality standards.

- Maintain a clean and organized work area and maintain all equipment according to maintenance plans and established procedures.

- Practice problem solving and troubleshooting techniques as part of a team responsible for realizing continuous improvement to products and processes.

- Cross train to other departments as needed.

**All Employees**

- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

- Continue to grow lean knowledge and use the tools to identify and assist with continuous improvement.
• Comply with safety regulations and maintain clean and orderly work areas.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 1-2 years related experience and/or training; or equivalent combination of education and experience.

**Language:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Qualifications:** Must be willing to learn and practice continuous improvement techniques such as 5S, one piece flow, value stream mapping, set-up reduction, and more.

**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. While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk; use hands to finger, handle, or feel; 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. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

**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 regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate.