



# FUNCTIONAL JOB DESCRIPTION

**JOB TITLE:** Assembler

**DEPARTMENT:** Assembly

**REPORTS TO:** Foreman

**STATUS:** Non-Exempt

**SUMMARY:** Assembles machines, equipment, and their sub-assemblies following blueprints and other written and verbal specifications by performing the following duties. The individual should be familiar with and capable of using various types of hand and power tools. An assembler is also required to perform other miscellaneous tasks, as supervision deems necessary.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reads and interprets blueprints and assembly drawings to determine specific assembly requirements.
- Plans assembly procedures, following specifications.
- Removes small quantities of metal to clean parts or to produce close fit between parts.
- Drills, taps, or reams holes.
- Aligns components and bolts, screws, or rivets them together.
- Installs moving parts, such as shafts, levers, or bearings, and works them to test free movement.
- Bends and installs pipe for hydraulic systems.
- Aligns and meshes gears in gearbox to assemble system of gears.
- Tests or assists in testing operation of completed product.
- Be able to move parts in and move finished product out of assembly area.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**LICENSES OR CERTIFICATIONS:** Forklift training certificate or the ability to receive it.

## **SKILLS/KNOWLEDGE/ABILITIES REQUIRED:**

- Ability to read and interpret documents furnished in written, oral, diagram, or schedule form such as safety rules, operating and maintenance instructions, quality manuals and procedure manuals.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Be able to read and interpret blueprints.
- Must be able to read a tape measure.
- Ability to perform simple shop math, convert decimals to fractional equivalents.
- Ability to interpret tolerances.
- Must be able to identify and measure material.

## **PHYSICAL DEMANDS:**

- Bend/stoop continuously-assembling small components or complete complex assemblies, using sawhorses, tables, or floor.
- Squat occasionally-assembling small components or complete complex assemblies, using sawhorses, tables, or floor.

- Kneel/crouch occasionally-assembling small components or complete complex assemblies, using sawhorses, tables, or floor.
- Balance continuously-working around equipment and machines.
- Reach above shoulder level frequently.
- Push/pull four-wheel carts, A-frames frequently.
- Carry metal parts ranging from 1 lb. to 25 lbs. continuously.
- Carry metal parts ranging from 26 lbs. to 60 lbs. frequently.
- Carry metal parts ranging from 61 lbs. to 100 lbs. occasionally.
- Lift metal parts ranging from 1 lb. to 25 lbs. continuously.
- Lift metal parts ranging from 26 lbs. to 60 lbs. frequently.
- Lift metal parts ranging from 61 lbs. to 100 lbs. occasionally.
- Climb occasionally-ladders step stools, to reach work.
- Grip continuously-for tool use, and parts handling.
- Ability to handle extreme temperatures.

**EQUIPMENT USED TO PERFORM JOB:** Hand tools, power tools, belt sander, forklift, bridge crane, overhead hoist, welding helmet, ear plugs, eye protection, safety shoes, protective clothing, steel saw horse.

\*Each employee should be aware that changes in this job description could occur at any time. Also this job description is not to be considered or construed to be a contract of employment.

#### **APPROVAL DATE**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Foreman Signature

\_\_\_\_\_  
Date