



Assembler

An Assembler produces components by assembling parts and subassemblies

PRIMARY RESPONSIBILITIES

- Coordinate and plan daily/weekly work schedule with supervisor, immediately addressing any issues or concerns.
- Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
- Verifies specifications by measuring completed component.
- Keeps equipment operational by following job instructions and completing routine inspections
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Ability to listen to, read and follow instructions from supervisor
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Accurately record production data such as: quality, labor reporting, manufacturing time, scrap, and downtime information
- Contributes to team effort by accomplishing related results as needed
- Identifies cosmetic defects i.e., finishing, and dimensional problems.
- Proficient with proper packaging techniques i.e., corrugated, foam, etc.
- Expedites parts and components as necessary and works at or above standard rates for all jobs.
- Detects missing components.
- Effectively utilizing company supplied tools to perform job (air tools; pop rivet screw, banding equipment, stretch machine, torque wrenches, tape measure, etc.)
- Positions parts in specified orientation and completed assembly using standard fasteners.
- Performs complicated multi operation procedures frequently.
- Problem solving.
- Maintain a clean and safe work environment (No food, trash, scrap parts, etc.)
- All other duties as assigned by supervisor

KNOWLEDGE AND SKILL REQUIREMENTS

- Basic reading, writing, and math skills required normally acquired through high school diploma or equivalent.
- Knowledge of the manufacturing processes, procedures, machinery and blue print reading normally acquired through 1-3 years of manufacturing experience, with acute attention to detail.
- Manual dexterity required for operating machinery, hand tools, and computers.
- Observance and adherence to company policies
- Ability to safely operate a hand jack.
- Ability to obtain certification and safely operate a forklift (optional).
- Desire to learn new skills and improve technical knowledge.
- Ability to communicate clearly and effectively with co-workers, supervisors, and lead personnel to complete production requirements to service the customer.
- Strong teamwork orientation; willing to train or assist other, less experienced operators.
- Punctual and dependable, placing high priority on producing throughout scheduled hours and excellent attendance

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by and 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 frequently required to stand; use hands to feel or handle; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to twist, stoop, walk, and carry within the following parameters. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS

- Working conditions are normal for a manufacturing environment. Work involves lifting of materials and product up to 50 pounds.
- Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, protective shoes/boots. Loose fitting clothes and jewelry are not permitted.
- Employees must demonstrate physical ability to work in a standing position, between 8-12 hours per day.

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HOW TO APPLY:

If you are interested in applying for this opportunity with Metal Components, please submit your resume to HR@metalcompinc.com