

<b>Job title</b>	<i>Level III Assembler</i>	<b>FLSA Status</b>	<i>Non-Exempt</i>
<b>Department</b>	<i>Assembly</i>	<b>Reports to</b>	<i>Assembly Team Lead</i>

### Summary

The Level III Assembler performs repetitive manual assembly and or machine items for the production assembly operations to mass-produce components or to assemble those components into completed products. The Assembler follows established procedures to ensure assembly meets all ISO requirements, stated tolerances, and required inspection criteria by performing the following duties.

### Essential Duties and Responsibilities

- Mastered assembly-type functions, using hand or power tools for two to five production items
- Performs in-line visual inspection of products to ensure they meet specifications per Job Traveler and procedure instructions
- Ensures product assembly meets quality standards and reports defects or problems to their Team Lead
- Work from assembly drawings, identify parts, and predetermined assembly sequence documentation
- Disassembly, repair, and reassembly of returned or salvaged units
- Detect defective or incorrect parts and request replacement
- Assist in Set-up of Equipment
- Use a variety of light machines and tools such as spot welder, drill press, arbor press, oven, air and hydraulic presses and simple die sets, riveting machine as well as hand tools
- Participate as a team member and work to continually improve all aspects of our business
- Adhere to all company policies, procedures and work instructions
- Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations
- Completes tasks as directed by manufacturing schedules with minimum supervision
- Perform miscellaneous duties and projects as assigned and required

### Competencies

- Technical Capacity
- Learning Orientation
- Safety orientation
- Attention to detail and thoroughness
- Time Management

### Qualifications

- High school diploma or equivalent
- Three plus years of assembly line experience.
- Basic knowledge of hand tools and power tools is preferred but not required
- Ability to multitask, prioritize and work efficiently in a fast-paced environment.

### Working Conditions

Work is performed in a manufacturing facility, with drill presses, metal cutting, and other industrial equipment. The employee is regularly exposed to vibrations. Noise levels fluctuate from moderate to high requiring ear protection. While performing the duties of this job, the employee must wear appropriate personal safety protection equipment. This equipment will vary based upon the work location and type of work being performed but often will include safety glasses and sometimes may include protective clothing.

### Physical Requirements

While performing the duties of this job, the employee is regularly required to see, talk or hear. The employee frequently is required to stand; walk; use hands and finger, handle or feel; and reach with hands and arms. Lifting of items weighing up to 50-pounds. Easily move from place to place within the manufacturing facility; reaching for items above and below desk level.

### Disclaimer

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

By signing, I acknowledge that I have read and understand the duties, responsibilities, competencies, disclaimer and other requirements as outlined in this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

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Date

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<b>Approved By:</b>	<i>Travis Lane, CEO</i>
<b>Date Approved:</b>	<i>03/13/2023</i>
<b>Reviewed:</b>	