

<b>Job Title:</b>	Assembly Operations	<b>FLSA Category:</b>	Non-Exempt
<b>Department:</b>	Assembly	<b>Position Type:</b>	Full Time
<b>Location:</b>	302 Kenyon Road Suffolk, VA 23434	<b>Supervisor:</b>	Jason Wise

**Job Description**

Responsible for assembling component parts or pieces adhering to a specified set of blueprints or schematics. Requires mathematical and technical skills to interpret plans. The Assembler is responsible for verifying correct quantities of components parts and quality checking completed items. May also be responsible for managing parts inventory and basic reporting. The ability to use hand tools and mechanical equipment is required in this role, as is a dedication to safety procedures.

**Essential Duties and Responsibilities**

- Obtain components needed to build machine, assembly, or subassembly as required.
- Assemble components, either individually or as part of a team, into the required configuration.
- Keep written record of work performed and time required.
- Inform supervisors of any part or equipment defects to ensure prompt response to the problem
- Familiarize yourself with the tools, instrumentation and calibration equipment
- Communicate with other stations on the assembly line to ensure maximum speed and accuracy
- Maintain assigned tools, equipment, and working areas in clean, neat, and orderly condition; use prescribed safety equipment and follow safety rules.

**Qualifications and Education Requirements**

- High school diploma or equivalent qualification.
- 2+ years' experience in general assembly work or specialized training
- Forklift experience and/or applicable certification.
- Prior experience using rigging equipment is a plus.
- Basic math and communication skills required

**Equipment Used**

- Forklift
- Chain hoist
- Hand Tools: Air Impact gun, sockets, wrenches, line up tools, drills, grinders, floor jacks, tape measure
- Assembly of equipment using the following components:
  - Sprockets
  - Sheaves
  - Chains

- Belts
- Bushings
- Decals
- Hydraulic hoses and fittings
- Electrical harnesses
- Various fabricated sheet metal components
- Bolts of various sizes
- Nuts of various sizes

**Physical Requirements**

- Ability to manually move, lift, carry, pull or push objects weighing up to 50lbs.
- Repetitive use of arms, hands and fingers.
- Prolonged stooping, kneeling, walking and standing.
- Close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- May be required to wear personal protective equipment (PPE) including but not limited to: hard hat, safety glasses/goggles, ear plugs/muffs, masks/respirators, safety vests, gloves and steel-toe boots.

Last Updated By: Malorie Howell

Date:

6/7/2020