



Job Title: Customs Assembler and Packer

Department: Customs Grade: C

Supervisor: Customs Manager

FLSA: Non-Exempt Job Status: Full Time Safety Sensitive Position

Schedule: Monday-Friday 5:00 am to 1:30 pm

Open Date: February 26, 2018 Close Date: February 28, 2018

An employee must be in good standing to bid on an open position. Good standing is defined as no written warning or any type of probation or suspension (90 day window) and must have 12 points or more available (production employees).

JOB DUTIES & RESPONSIBILITIES: Include the following, as well as other duties that may be assigned.

PRINCIPAL DUTIES:

This position is responsible for assembling and packing custom units from start to finish per daily schedule and company guidelines.

SPECIFIC RESPONSIBILITIES:

- Assemble custom units and pack per department requirements.
- Communicate effectively with team leader and other employees regarding problems, schedule, late orders, shortages, inspection and completion of items.
- Determine aluminum cut sizes and punches.
- Pack all units as they are assembled per production schedule.
- Clean and inspect units for defects (final inspection).
- Print and label units with correct part number.
- Follow company policies, core values and safety/quality procedures and standards.
- Responsible for maintaining clean area and following 5 "S" principles.
- Work independently within a team based environment.
- Read tape measure accurately.
- Work company assigned hours for the position and additional hours if needed (regular and predictable attendance is required)
- Scan off jobs per company defined process.
- Other duties as assigned.

Education & Experience:

High School Diploma or GED

Manufacturing experience required (one to two years preferred).

Knowledge and Competencies: The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Excellent communication skills and ability to follow through on requests for information and select appropriate responses.

- Computer literate (basic computer skills – ability to be trained to use company required software/programs).
- Ability to learn/operate use of hand power tools.
- Ability to comprehend manufacturing drawings.
- Organizational skills necessary to follow through on requests for information and select appropriate responses.
- Positive/optimistic – Can do, make things happen attitude (genuinely believe the organization can accomplish a lot).
- Effective team player – sharing information with peers and managers; effectively working with people across departments to accomplish company goals
- Ability to problem solve and troubleshoot, identifying problems immediately and working collaboratively with team mates to effectively resolve.
- Ability to work independently in a team based environment.
- Ability to organize and plan – creating and meeting schedules, taking ownership, fully accountable and responsive to others.
- Ability to be cross trained in other departments and work in other departments when required due to departmental workloads.

Certificates, Licenses, Registrations: N/A

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 function.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to walk, stand, climb/balance, and talk or hear. The employee is regularly required to stoop, kneel or crouch. The employee frequently lifts up to 50 pounds and may occasionally lift and/or move up to 75 pounds.

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.

This position is in a manufacturing production plant environment where the temperature may vary hot or cold. The typical noise level is loud. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.

Attention Employees: If you are interested in the position, please see Employee Services for an Internal Job Application.
