



**Job Title:** Production Assembler  
**Department:** 3<sup>rd</sup> Floor/ Aluminum/Mill Room  
**Supervisor:** Production Lead  
**Grade: 2A**      **FLSA: Non Exempt**      **Job Status: Full Time**

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**Job Duties & Responsibilities:** Include the following, as well as other duties that may be assigned.

**Your Role:** Fit wood, aluminum, pressure wood or plywood parts together in a frame of assembly and secures them in their assembled form through the use of keys, glue, nail and screws. Use manual and air clamps, power and hand screwdrivers and drills, old liquid and synthetic glues.

**What You Will Be Doing:**

- Assembles with glue and mechanical fasteners. Assembly is accomplished through use of clamps, jigs, and fixtures to assure that parts are fully positioned and properly related to each other (squareness). Joinery must be done with a high degree of care and competence. All excess glue and squeeze-out must be carefully cleaned from all exposed joints and surfaces. All screws shall be fully driven and countersunk and puttied where used on exposed faces.
- From time to time prepare temporary jigs and fixtures to assists in parts assembly.
- Move completed frames to storage area or next operation.
- Responsible for setup and cleanup for each model, neatly storing residual parts and reporting quantities (5 S of area).
- Follow company policies, core values and safety/quality procedures and standards.
- Work company assigned hours for the position and additional hours if needed (regular and predictable attendance).
- Other duties as assigned.

**Qualifications:** Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience:**

High School Diploma or GED. Must be familiar with working characteristics such as application temperatures and film thickness of various glues used so as to achieve under varying conditions of temperature and humidity the best glue bond and be familiar with the working characteristics of the kinds of material being used.

**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.
- Ability to comprehend manufacturing drawings.
- Excellent mechanical aptitude.
- Computer literate (basic computer skills – ability to be trained to use company required software/programs).
- Ability to learn/operate basic use of hand power tools.
- Ability to use and read tape measure and calipers.
- 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.
- Organizational skills necessary to follow through on requests for information and select appropriate responses.
- Ability to be cross trained and fill in as needed.
- Ability to define problems, collect data, establish facts and draw valid conclusions (ability to use good judgment when making decisions).

**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 frequently regularly required to use hands to finger, handle, feel or reach and stand. The employee regularly is required to walk, and talk or hear, stoop, kneel or crouch. The employee frequently lifts up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

**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.

I, the undersigned, have read and understand the duties and responsibilities of this position.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor/Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.