



JOB TITLE: Glass Assembler and Packer

DEPARTMENT: Glass

MANAGER: Glass Lead and Operations Manager

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

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

Purpose of Position:

This position is responsible for assembling and packing glass boards from start to finish per company guidelines.

What You Will Be Doing:

- Assemble glass boards and pack per department requirements.
- Communicate effectively with team lead and other employees regarding problems, schedule, late orders, shortages, inspection and completion of items.
- Pack all units as they are assembled per production schedule.
- Clean and inspect units for defects (final inspection – high attention to detail).
- Print and label units with correct part number.
- Work in other departments as needed (cross trained across departments).
- 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.

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 required.

One to two years of manufacturing experience is required.

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 sit, stoop, kneel or crouch. The employee frequently lifts up to 50 pounds and may occasionally lift and/or move up to 75 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.

Employee Signature

Date

Manager 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.