



Job Description

Job Title: Final Assembler – 1, 2 and 3
Department: Level
Reports to: Focused Factory Manager
FLSA status : Non-Exempt/Hourly

SUMMARY

Final Assemblers responsibilities include kitting, building and final calibration of level units in the final assembly.

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High School diploma or GED
- 1 – 3 years related experience

REQUIRED SKILLS AND ESSENTIAL FUNCTIONS (Final Assembler 1)

- Basic Math: ability to add, subtract, multiply, divide, fractions, decimals, and metric system.
- Basic computer skills/Microsoft office
- Ability to read measurements.
- To be able to Use power tools, hand tools and measuring instruments.
- Able to read BOM's, BOO's and blueprints.
- Follow standard work documents and ISO procedures.
- Ability to follow standard work and ISO procedures.
- Work from a bill of material (BOM) and bill of operations (BOO)
- Keep work areas clean and orderly.
- Ability to communicate with supporting departments.
- Functions and responsibilities assigned by the supervisors.

Final Assembler 2

- All the above essential duties and required skills.
- Work with application Engineer on special calibrations
- Pre-calibration, read special calibrating sheets.
- Ability to troubleshoot and recommend solutions for calibration problems.
- Ability to set up and operate hydro stand in a safe manner.,
- Daily duties may include sandblasting and maintenance of sandblasting equipment.

Final Assembler 3

- All the above essential duties and required skills.
- Ability to train new employees.
- Supervise and assign workloads to department employees based on skill sets.
- Knowledge of operating system (Infor).
- Ability to maintain inventory/cycle counts and reconciliations.

POSITION QUALIFICATIONS

Competency Statements

- Personal Attitude and Integrity – Ability to display a positive attitude regarding work and co-workers.
- Judgment/Decision Making – Ability to make thoughtful decisions. Ability to accept accountability.
- Dependability – Ability to meet work standards and attendance requirements of the position.
- Quality – Ability to actively support SOR quality standards.

PHYSICAL DEMANDS

- Required to report to work punctually as scheduled and to work all scheduled hours and any required overtime.

Physical Demands

	<i>Lift/Carry</i>	<i>Push/Pull</i>
<u>F</u> Stand	<u>F</u> 10 lbs or less	<u>C</u> 12 lbs or less
<u>F</u> Walk	<u>F</u> 11-20 lbs	<u>C</u> 13-25 lbs
<u>F</u> Handling / Fingering	<u>F</u> 21-50 lbs	<u>C</u> 26-50 lbs
<u>F</u> Reach outward		
<u>O</u> Reach above shoulder		
<u>N</u> Climb		
<u>N</u> Crawl		
<u>O</u> Squat or kneel		
<u>O</u> Bend		

Other Physical Requirements

Ability to wear Personal Protective Equipment (PPE)

<u>N</u> Respirator
<u>O</u> Ear protection
<u>C</u> Safety glasses
<u>C</u> Steel-toed safety shoes/boots
<u> </u> Other (specify)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

- Climate controlled temperatures
- moderate noise levels
- good air quality
- Modern manufacturing Equipment
- Excellent lighting

REQUIRED TRAINING

- All required training is determined by the department supervisor and/or manager.
- Procedures critical to this position can be identified as such on the Department Training Matrixes which are located in the Human Resources Department.

COMPANY STATEMENT

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors/managers as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.