



OW0005

09/2019

Job Title: **Assembler**

Shift: 1st & 2nd

Department: 3110/ 3136/ 3150

Location: Owatonna

Reports To: Production Supervisor

FLSA Status:

1st shift hours: Monday-Friday, 7:00am-3:00pm

2nd shift hours: Monday-Friday, 3:00-11:00pm with \$.75/hr shift premium

Position Purpose

- Assemble finished window hardware products for shipment to customer, according to output plan, while maintaining quality standards.

Essential Duties & Responsibilities

- Assemble metal parts: a. May walk to producing area to get pan of parts for assembly and complete necessary paperwork. b. Read order to verify parts are correct. c. Check quality of components before assembling by referring to written standards for quality control and/or blueprints. d. Record daily individual or work center production quantity on Production Board and in red book. e. Inspects final assembly by referring to written criteria. f. Assemble boxes for final packing of product.
- May assist in machine set-up as necessary.
- Assist in training department personnel with operations and procedures.
- Meets briefly with following shift to communicate problems, possible solutions and issues requiring attention.
- May make minor adjustments to machines to keep them in working order.
- May act as back-up Material Handler, as necessary.
- May occasionally check and approve work of temporary personnel.
- May stock parts at work center and stack finished goods on pallet.
- May perform minor preventive maintenance on machinery.
- Perform other duties as assigned.

Knowledge / Skills / Abilities

- **Skills/Abilities** - Learn to read blueprints, operate assembly equipment and use computer to verify information.

Qualifications / Prior Experience

- **Supervision Received** - Under regular supervision, only exceptional or unusual tasks are fully checked, normal tasks are spot-checked on a regular basis, generally daily. Assignments are specific, incumbent uses standardized methods to complete.
- **Problem solving and Decision Making** - Assesses parts to determine if they meet quality standards, if they do not, may shut down machine and notify Lead.
- **Relations with Others** - Interacts with personnel from Assembly area, Plating, Punch Press and Maintenance. May participate in small group activities such as Quality Circles, task teams, safety meetings and other improvement efforts.
- **Learning Period** - The basics of working in the Assembly area can be learned in two to three weeks. To handle all aspects of the job with minimal supervision requires six to nine months of on-the-job training.

Work Environment / Other Requirements

- **Equipment Operated** - Performs mechanical operations using riveters, presses, air vices, semi-automatic assembly machines, packaging equipment, calculator, various hand tools. Some care is required to recognize trouble and shut down equipment and power hand tools to prevent or minimize damage.
- **Working Conditions and Hazards** - General conditions are good, occasional temperature fluctuations as a result of seasonal changes. Exposure to occasional hazards of machine operation. Uniform safety practices consist of safety shoes, safety glasses and other devices as required.
- **Physical Effort Required** - Sitting, standing, walking required. Must be able to lift 40 pounds. Eye-hand coordination necessary. Requires repetitive motion.