

**Job Description:** Assembly

**Reports to:** Production Supervisor

**Revised:** 11/24/15

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**Summary:** Responsible for the manufacture of Kaufman equipment as assigned by the supervisor by performing the following duties.

**Essential Duties and Responsibilities:** Including but not limited to the following:

**General:**

1. Manufactures small to medium assemblies and systems with little or no assistance, working off of blueprints.
2. Makes decisions related to the project in conjunction with the engineering group and/or project leader.
3. Requires minimal supervision in completing assigned tasks.
4. Reads and interprets both mechanical and/or electrical prints. Has the ability to predetermine any problems that may come up and answer any questions with regard to the prints.
5. Offers suggestions for improving the operation of the department.
6. Continuously strives to improve the quality and quantity of work produced.
7. Works well other team members to complete the project(s) assigned in the allotted time.
8. Plans work requirements to complete the project(s) on time. Hours, components, purchased parts.
9. Inspects work for completeness and quality.
10. Observes Kaufman Engineered Systems manufacturing standards both written and informal.

**Documentation:**

1. Provides incremental updates with regard to the assigned project(s) to the Production Supervisor.
2. Works with other departments to facilitate the completion of components for the project.

3. Insures that all activity related to the project is documented accurately. Time cards, rework, revisions, material requisitions, and material returns.
4. Consults with engineering staff to resolve any problems and to suggest changes for future units.
5. Signs and dates the assembly prints at completion.

**Equipment Operation:**

1. Uses a variety of hand tools; drills, grinders, impact wrench, torque wrench, etc. safely.
2. Operated forklift in a proper and safe manner.
3. Operates overhead cranes in a proper and safe manner.
4. Operates equipment required by primary and secondary skill(s) in a proper and safe manner.

**Knowledge:**

1. Understands and has working knowledge of primary skill theory and practices.
2. Understands and has a working knowledge of secondary skill(s).
3. Understands and demonstrates proficiency in primary and secondary skill(s)

**Skills:**

1. Is multi-skilled and can perform a variety of tasks with a high level of proficiency.

**Qualification Requirements:**

To perform job successfully, an individual must be able to perform each of the duties 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 and/or Experience:**

High school diploma or general education degree (GED); and/or three to five years related experience and/or training; or an equivalent combination of education and experience.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:**

Ability to work with mathematical concepts, fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

**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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to talk or hear. The employee is occasionally required to sit.

The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust 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.

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to vibration. The employee is regularly exposed to fumes or airborne particle and toxic or caustic chemicals. The employee frequently works in high precarious places and is exposed to the risk of electrical shock.

The noise level is usually loud.

**Comments:**

Must have and maintain own set of tools.

Must have a valid driver's license.