

Assembly Job Description

General:

1. Manufactures small to medium assemblies and systems with little or no assistance, working off 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 regarding 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 regarding the assigned project(s) to the Production Supervisor.
2. Works with other departments to facilitate the completion of components for the project.
3. Ensures that all activity related to the project is documented accurately. Timecards, 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 can 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.