

Job Description - Assembler, Production Line

Department: Production, TTI

FLSA Status: non-exempt, hourly

Reports To: Department Supervisor, TTI

Review Date: 11/12/12

Working Hours: 5:00am – 3:00pm or 2:50pm – 12:50am, M-Th

Summary:

Performs manual labor along a production line. Operates and troubleshoots welding and other production line machinery and equipment. May perform minor repairs as necessary.

Essential Duties & Responsibilities:

- Operate production line or welding machinery and / or computers; following proper verbal & written instructions. Perform equipment change-overs; as directed.
- Ensure optimal functioning of production equipment & presses
 - Quickly & systematically troubleshoot machines and equipment
 - Detect and report faulty work malfunction of machines and equipment
- Check work to template, sample or fixed gauges. Reject product outside of specifications.
 - May change fixtures, adjust & regulate machines to obtain the best possible weld penetration, fill, weld quality & performance; in accordance with SOP's & supervisor approval or obvious irregularities
- Communicate daily with supervisor and production support on issues and needs.
 - Inform supervisor when supplies and parts are needed
- Be a knowledgeable resource and give advice. Work collaboratively to develop possible solutions, analyze information.
 - Make recommendations to solve issues or upgrade machines or equipment.
- Support & implement process improvements for enhancing production and further a team environment.
- Operate within Standard Operating Procedures (SOP's) and Job Safety Standards.
- Operate forklift (will be certified on-site) to maintain raw material supply for production line.
- Clean and maintain work area; daily at end of shift.
 - Turn off and lock out equipment when not in use.
- Complete a minimum of 1 work-related training session per year.
- Attend a minimum of 2 monthly safety meetings & safety training day, annually
- Wear proper personal protective equipment (steel toe shoes, hearing protection, safety glasses, welding jackets or sleeves)
- Other duties as assigned.

Skills and Abilities:

- * Ability to organize work, set priorities & make productive use of time; to plan & accomplish goals.
- * Read blueprints, spec sheets & measurements; use gauges required for production
- * Work cooperatively & with a positive manner with associates.
- * Employ 5-S strategies & best practices in quality & production
- * Participate in group meetings

Education and / or Experience:

- * 1 – 2 years welding experience preferred, but not required.
- * 1 – 2 years experience working in a manufacturing environment; Basic knowledge of operating equipment and machines
 - * Remain current regarding developments & trends in areas of expertise
- * Basic reading, writing and verbal communication skills required, normally acquired through a high school diploma or equivalent.

Working Conditions:

Physical Demands:

- * Manual dexterity required for operating machines and equipment.
- * Frequent walking, standing, crouching, kneeling, twisting.
- * Frequent ability to lift 75 lbs or more of materials and product.
- * Ability to operate lift truck; must be certified.

Work Environment:

- * Machinery operation requires the use of safety equipment and personal protective equipment to include, but not limited to: eye safety glasses, hearing protection, work boots. Loose fitting clothing and jewelry are not permitted.
- * Environment can be extremely dirty; due to welding, blasting and steel grit materials and particles.
- * May be exposed temperature extremes (40degrees F – 120degrees F)
- * Some exposure to increased level of noise.

Key Position Competencies:

- * Communicate directly & honestly, while demonstrating respect for others.
- * Respond to information & situations in a self-controlled manner. Maintain composure.
- * Present information in a way that causes others to listen, consider alternate forms of accomplishing goals.
- * Give attention to speaker, show interest, & respond with information or questions as appropriate.
- * Follow direction in practices and procedures; diplomatically challenge ideas
- * Open-Door Policy work environment; comfortable with having fun (as appropriate)
- * Visibility requires maintaining a professional appearance and providing a positive company image to the public and to fellow associates
- * Desire to continue education, knowledge, and personal growth

Key Cultural Competencies:

- * **Adaptability** – flexible & receptive to change. Ability to change to fit circumstances.
- * **Approachability** – puts others at ease by listening allowing adequate time for interactions, & giving undivided attention. Shows receptivity to message being delivered.
- * **Collaboration** – seeks & enlists active participation of others to reach goals,
- * **Ethics & Integrity** – possesses a strong set of core values & beliefs consistent with social, ethical, & organizational principles. Confronts unethical situations.
- * **Personal Accountability** – accepts responsibility for own actions, including failure. Embraces experiences as learning opportunities & not chances to blame.
- * **Trust & Respect** – offers respect to all employees in the work environment adhering to high personal standards of acceptance, reliability, openness, & consistency of action with words.