

Techshot Lighting Position Description

Job Title: Assembler
Department:
Reports To: Supervisor
FLSA Status:
Prepared By: Human Resources Manager

SUMMARY

Assembles products and parts manufactured by the injection molding operators by performing the following duties. This is a full-time, temporary position with no employee benefits included.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Fits and installs small, intricate parts into subassemblies and assemblies.
- Verifies proper fit, dimensions and alignment of assembly and subassembly.
- Consults with supervisor regarding questionable parts that appear to not fit together properly.
- Compares product with parts list, sample model, or supplied drawing to ensure accurate completion of assembly and subassembly.
- Examines material and/or product for defects and nonconformance against specific standards of workmanship.
- Responsible for stocking parts.
- Keeps track of inventory for supply order purposes.
- Prepare and pack assembled parts for shipping to customers.
- Follows written and verbal instructions to comply with layout and sequence of operations.
- Works within production timelines and meets necessary deadlines.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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. The employee must be at least 18 years of age and pass random drug screen testing.

EDUCATION and/or EXPERIENCE

High School diploma or GED. Experience helpful, but not required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Basic geometry skills.

REASONING ABILITY

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and deal with several abstract and/or concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS

The physical demands described below 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; and reach with hands and arms often. Extreme manual dexterity is required; the employee will be working with small, intricate pieces and parts. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described below 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 is regularly exposed to moving mechanical parts and vibration. The employee is occasionally exposed to temperatures ranging from 40°F to 100°F and high humidity; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually loud.

Reply with resume to:

careers@techshotlighting.com

or

**Careers
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7200 Highway 150
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