## JOB DESCRIPTION

| **TITLE** | ASSEMBLER | | |
| --- | --- | --- | --- |
| **Reports To:** | [INSERT NAME/POSITION] | | |

**Job Purpose**

The Assembler is responsible for the efficient production of [Products, Equipment Etc.] according to prescribed procedures while following all safety protocols and workplace policies.   
  
This position is required to perform tasks involving physical labour and operate a variety of hand and power tools.

**Duties and Responsibilities**

Specific responsibilities include, but are not limited to:

* Prepare and position equipment parts for assembly and ensure each component is securely fastened together.
* Assemble products and components according to prescribed procedures and blueprints.
* Complete assembly forms.
* Install and record serial numbers.
* Test all equipment for proper function.
* Evaluate connections and record any discrepancies.
* Read measurements, blue prints, double-check specifications, assess completed components, and assemble parts to approved specifications.
* Maintain and troubleshoot malfunctions in equipment.
* Perform quality checks and mark, record and report defects, as necessary.
* Record actions on production forms and communicate to stakeholders accordingly.
* Advise shop foreperson well in advance when low on parts
* Clean, maintain and repair machinery, equipment and tools.
* Determine and discuss with the foreperson any potential process improvements.
* Other duties and responsibilities as assigned.

**Skills and Competencies**

* Fine motor skills and hand tool experience.
* Able to lift up to [Insert Weight Here]on a regular basis.
* Mechanical and technological aptitude.
* Physical endurance and strength.
* Mindset for safety management and quality control.
* Versatile and flexible for dynamic priorities and team effort.
* Detail orientation and problem-solving aptitude.
* Organizes, prioritizes and manages time effectively
* Works efficiently and effectively both independently and with a team.
* Able to work with minimal supervision.
* Able to work under pressure in a busy and dynamic environment.
* Learn new procedures in a timely manner.
* Strong written and verbal communication skills.
* Understanding of and belief in the advancement of customer service based on best practices, communication and collaboration.

**Requirements and Qualifications**

* High school diploma, GED or equivalent education level is required.
* Experience in assembly or production is required.
* Able to use hands and wrists in a repetitive manner.
* Able to walk and stand for long periods of time.
* Capacity to perform strenuous physical labour (walk, stand, lift, bend, push, pull, carry, etc.) both for long periods of time and as needed.

**Working Conditions**

* Exposed to noise, heat, artificial lighting and dust.
* Standard workweek is [insert #] hours.
* Standard hours per workday are [insert core hours]. Overtime and hours worked outside of the standard work schedule may be required.
* Standard work schedule is [insert schedule such as rotating day and afternoon shift (2 week rotation) or a straight midnight shift, etc.].
* High pressure due to work volume, numerous competing demands, time sensitive schedules and goals, dynamic priorities and an overall fast pace.
* Occasional interruptions.
* Standing for up to 8 hours/day. Walking throughout the day.
* Using your hands and wrists in a repetitive manner.
* Use of PPE as required.
* Adherence to all health and safety procedures, policies and legislation at all times.
* Adherence to quality procedures, policies and standards at all times.