

POSITION DESCRIPTION

TITLE: Assembly Technician
DEPARTMENT: Assembly
REPORTS TO: Assembly Foreman

OVERALL ROLE:

The Assembly Technician position has the responsibility of assisting the foreman in the daily production requirements in the department.

ESSENTIAL RESPONSIBILITIES:

- Responsible for operation and maintenance of high speed assembly equipment, lining machines and hand assembly operations, working with the foreman, inspectors and operators as necessary.
- Works to maintain close tolerances following established procedures.
- Set up machines, work areas and obtain all necessary equipment and materials under the direction of the shift foreman.
- Start-up jobs; direct and instruct operators on safe work practices and production requirements.
- Housekeeping; maintaining the cleanliness and safety requirements.
- Operate assembly machines when required. (to cover breaks or absences)
- Suggest changes or improvements in assembly equipment.
- Report on defective material and equipment.
- Responsible for maintaining quality and quantity standards.
- Assures compliance with the GMP policy. Enforces the safety rules and wearing of required protective clothing or items.
- **This job requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and work orders.**
- This job description does not contain every function/responsibility that may be required in the performance of this job. All team members are required to perform other related duties/functions as assigned.
- All team members shall:
 - Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
 - Continue to grow job specific knowledge and use tools to identify and assist with continuous improvement.
 - Comply with safety regulations and maintain clean and orderly work areas

QUALIFICATIONS:

- High School graduate or G.E.D. preferred.
- **Ability to perform work accurately and thoroughly**
- **High attention to detail and self-motivation skills**

PHYSICAL REQUIREMENTS:

- Must be able to lift 55 pounds and stand/walk the entire shift.
- **Regularly perform repetitive tasks**
- **Regularly possess manual dexterity to put parts or pieces together quickly and accurately**

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