



JOB TITLE: Mechanical Assembler

1.0 JOB SUMMARY:

Assemble or fabricate mechanical parts, pieces or products using a variety of tools and equipment according to required specifications. This will be performed within a specific area of the production line in the manufacturing organization. This involves reading and interpreting blueprints, sketches and written instructions to assemble the parts or products. A mechanical assembler is required to follow directions carefully, so basic reading skills are required to perform the job. Other attributes to be successful as a mechanical assembler include basic technical knowledge, manual dexterity, good eyesight, as well as the ability to perform repetitive tasks. Comply with all policies, specifications, regulations and instructions provided by management.

2.0 PRIMARY JOB FUNCTION:

- A working knowledge of how to use different tools and equipment to assemble units according to required specifications in a particular area of a production line.
- The ability and experience to perform standard assembly procedures, perform rework, and repair on products and complete appropriate documentation when defects are identified.
- Proficiency in the proper use of torque tools and application of tools within the production process.
- Experience on how to read, interpret and follow basic blueprints, diagrams, engineering drawings, specifications, bills of materials, and other written instructions or procedures to accurately assemble products.
- Competence in wire stripping/ crimping and AWG (American Wire Gauge) comprehension.
- Maintain inventory of product in work stations and maintain a clean and safe work area.
- During the process of assembly an assembler needs to be able to identify faulty parts and may have to review the assembled parts or products to ensure that they are functioning properly and are of good quality.
- Rework and/or repair assembled products according to engineering specification changes.
- Understanding of SDS (Safety Data Sheet) for paints and cleaning chemicals for production use.
- Expectation and requirement to adhere to the safety rules outlined by the organization.
- Perform all work in accordance with quality standards and established safety procedures, good documentation practice (GDP) and good manufacturing practice (GMP) to insure the product and documentation meets quality standards.

3.0 SKILLS AND ATTRIBUTES:

- Mechanical Assemblers must follow directions carefully and need to have basic reading skills.
- They need to have the required technical knowledge of the equipment and tools.
- They should possess manual dexterity and should be able to perform repetitive tasks.
- They should follow deadlines and the company's goal.
- Comply with all policies, specifications, regulations and instructions provided by management.
- Recognize and properly uses fixtures and tooling.
- Perform daily cleaning and light maintenance tasks on machinery and equipment.

4.0 EDUCATIONAL QUALIFICATIONS:

- High School Diploma or GED.
- 1-2 years mechanical assembly experience is required.
- Strong Oral and Written Communication Skills required.
- Must be able to follow written and verbal directions.
- Basic computer navigation and utilization skills.
- Ability to perform work accurately and thoroughly.
- High attention to detail and self-motivation skills.
- Specific technical or vocational training or certification may be required.

5.0 PHYSICAL DEMANDS:

- Regularly lift 30-50 pounds.
- Regularly perform repetitive tasks.
- Regularly possess manual dexterity to put parts or pieces together quickly and accurately.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.