

**SUMMERS MANUFACTURING COMPANY, INC.
POSITION DESCRIPTION**

POSITION TITLE: Assembler

DEPARTMENT: Production

IMMEDIATE SUPERVISOR: DL - Assembly Lead

FLSA: Non-Exempt

SD – SD Warehouse Supervisor

SUPERVISION RESPONSIBILITIES: No

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Assemble and erect various sub-assemblies and complete machines or units of various types of agricultural machines and equipment requiring skill and care to maintain tolerances in alignments, fits, clearances and other factors to meet exacting performance standards. Work is planned and supervised by Assembly Lead or Production Supervisor.

2. SPECIFIC JOB RESPONSIBILITIES:

- A. Conduct visual safety inspection of each tool, machine or piece of equipment used in processing before each use.
- B. Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- C. Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
- D. Positions parts and subassemblies by using templates or reading measurements.
- E. Assembles components by examining connections for correct fit; fastening parts and subassemblies.
- F. Report defective material, component or process quality problems or any questionable conditions to the Assembly Lead or Production Supervisor or the Manufacturing Engineer.
- G. Employee is clocked into correct job and that quantity's entered in Shop Clock are correct.
- H. Verifies specifications by measuring completed component.
- I. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- J. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- K. Documents actions by completing production and quality forms.

L. Touch-up paint as needed.

M. Keep work area in a clean, orderly manner and free from obstructions by cleaning the work center at the end of the job or at the end of the shift.

3. JOB SPECIFICATIONS:

A. Education/License/Certification Requirements

1. High School diploma or equivalent, preferred.
2. Forklift operator's license, required.

B. Experience Requirements

1. Knowledge of, and experience with, various shop tools, required.
2. Basic mechanical ability required.

C. Physical Requirements

This position will involve that physical exertion found in a metal fabrication company making agricultural equipment and will include stooping, climbing, lifting and other such exertion necessary to become and remain familiar with plant type work.

1. Ability to walk and stand for long periods of time, up to six (6) hours per day, required.
2. Ability to stoop, bend and/or reach over head several times during the day, up to four (4) hours each day, required.
3. Ability to kneel or crawl several times during the day, up to four (4) hours each day, required.
4. Ability to climb and balance several times a day, up to four (4) hours daily, required.
5. Manual dexterity, required.

D. Lift and Carry Requirements

1. This position requires lifting and carrying boxes of machine parts, weighing up to 50 lbs. in the following situations:
 - a. Lifting parts from machinery while working on a machine.
 - b. Carrying raw materials short distances, up to 50 feet.

2. This position requires frequent lifting and carrying of machine parts, weighing over 70 lbs. using hoists or forklift or hand truck.

E. Equipment/Tools Requirements

1. Ability to utilize forklift, hoists or hand truck, required.
2. Ability to utilize tools such as hand drill, air wrench, metal grinder, drill press, lathe, punch, shear, saw, etc., required.
3. Ability to use a variety of hand tools, required.

F. Environment Requirements

This position involves work inside and outside the plant, where conditions may get dusty, hot, cold, noisy and smoky and may involve exposure to some odors:

1. Ability to work around fumes and chemicals, required.
2. Ability to work around moving parts, required.
3. Ability to work outside, required.
4. Ability to work in adverse weather conditions, required.
5. Ability to work around loud noises, required.

G. Communication Requirements

1. Excellent communication skills, required.
2. Ability to work as part of a team, required.

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- * Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- * Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- * Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- * Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

JOB DESCRIPTION ACKNOWLEDGMENT

I acknowledge that I have received a copy of the updated job description for my position with Summers Manufacturing. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I understand that it is my responsibility to ask my supervisor or human resources for more clarification should I have any questions about my job duties and responsibilities or require a reasonable accommodation.

I understand, and have received a copy of my updated job description.

Signed: _____ *Date:* _____

Supervisor Signature

Date

Employee or Supervisor comments:

Return this form to Human Resources.