

Assembler Technician

JOB DESCRIPTION

Job Description: Assembles fabricated parts to relatively large or heavy subassemblies and complete units. Test and calibrates parts and mechanisms to meet tolerances and product specifications. Uses hand tools and small power tools to assemble units. Uses precision measuring equipment to verify machine performance. Wires electrical panels and machinery per electrical schematics. Also has knowledge of commonly used concepts, practices, and procedures within the industrial mechanical field. Relies on instructions and pre-established guidelines to perform the functions of the job. Candidate will also be traveling to customer sites to install and train employees on machine operation.

The successful candidate will have the following requirements:

Job Requirements: • Having good mechanical/electrical aptitude. • Must be efficient in the use of hand tools such as drills, measuring devices, electrical meters, etc. • Must possess good people skills and be able to effectively communicate with all levels of people from plant managers to machine operators. • Must be dependable, reliable, hard working. • Good attendance is a must. • Basic math skills/Computer skills • Ability to read and understand cad drawings of mechanical assemblies. • Ability to read and understand electrical drawings. • Ability to lift up to 50 pounds on an occasional to frequent basis. • Ability to work independently and still function as a team player. • Ability to assemble basic standard components to JMC specifications. • Ability to assemble basic sub-assemblies under supervision. • Pneumatic/hydraulic systems knowledge. • Must be available to work overtime as needed. • Requires a high school diploma and/or related experience or comparable abilities. • Must have current passport or can obtain one for traveling out of the USA • Other duties as required. • Tools needed as required in performing described duties.

Key Responsibilities: • Maintain general shop safety and cleanliness. • Break down a Bill of Material (BOM) into sub-assemblies to check all parts • Break down the complete job and organize the assembly build process • Assemble standard components/subassemblies • Assemble and align in-feeds with their associated machines • Trouble shoot and de-bug mechanical assemblies • Utilize basic machine shop equipment to manufacture basic prints to parts • Help provide training to lower-level assemblers/trainees • Run machines manually or using computer interface. • Complete final testing and qualification of machinery prior to customer acceptance. • Any other work-related duties assigned by the Production Supervisor

LOOKING FOR

Scholar

A Scholar is accurate, reserved, imaginative, and seeks a high level of technical expertise.

Artisan

An Artisan is accommodating and analytical, while producing highly precise and accurate work.

Specialist

A Specialist is a highly precise worker, who remains skeptical while respecting authority.

NOTEWORTHY BEHAVIORS

Formal

Cautious with risk

Serious

Cooperative

Disciplined

Supportive

Sincere

Willing and helpful

Reserved and quiet

Need for rules and structure

SUMMARY

The responsibility of this position is managing specialized work efficiently, with confidence and competence. The position requires above average attention to details, concern for the exact correctness of work, and strong commitment to tasks completed on time. The person in this position will take work seriously, has a strong sense of duty, and is disciplined. A somewhat faster-than-average pace will be the norm for this position. Detailed, specialized work is the major focus. The person in this position will require clearly defined work, responsibilities, and reporting relationships, ongoing and thorough training opportunities to develop expertise and increase confidence, and frequently expressed appreciation of the person's competence, conscientiousness, and loyalty. The position will provide security in a stable work environment, allowing the person to plan for, focus on and complete tasks on hand. When changes in the nature of the work occur, the person in this position will need direction, training, and support. The position will generally be task oriented, requiring someone with a conservative, careful, and cautious approach to work.

JOB CHARACTERISTICS

- Unambiguous work direction. Completing tasks from start to finish. Concern for getting work done on time and correctly
- Extremely task oriented. High standards of quality and accuracy
- Adhering to established guidelines and procedures. Requires high degree of information gathering before making decision. Must be comfortable in making decisions in area of specialty or expertise
- Reserved, factual, formal, and sincere communication. Look to management for direction in areas outside of expertise
- Strong follow-through on delegated tasks and assignments. Following established policies and procedures and expects other to do the same. Leads by example: is the technical expert in the area and does work required of subordinates