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Floe International, Inc.

Job Description

Job Title: Assembly
Department: Manufacturing
Report To: Production Supervisor/Lead
FLSA Status: Non-Exempt
Prepared Date: February 2015

SUMMARY: Assembler position involves assembling products by retrieving, lifting, carrying, various size parts. In addition, positioning, measuring, fitting and using various assembly aid tools such as files, drills, screw guns, rivet guns, saws, hand tools, and other assembly tools. Operate machines such as drill press, wood and metal cutting band and circular saws and other basic assembly shop machinery.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Accurately, safely and efficiently perform small fabrication and assembly operations of aluminum parts using hand held and power tools and equipment.
- Read and comprehend written and verbal instructions, including but not limited to Standard Work directions.
- Cross train in other work cells as needed.
- Responsible for meeting the daily schedule.
- Read and accurately follow engineering drawings.
- Accurately perform measurements with a tape measure and scale.
- Correctly, accurately, safely and efficiently assemble components to suit the job requirements.
- Self motivated and able to work independently
- High attention to detail
- Basic math skills.

WORK ENVIRONMENT:

- Lift, push, pull and manipulate various sizes and shapes up to 75 lbs.
- Repetitive hand use required.
- Hand fitting of parts and component.
- Standing for long periods.
- Walking and moving about, kneeling stretching, twisting, bending reaching, squatting pushing and pulling occasionally to frequently.
- Required: safety glasses with side shields, face shields when operating chip producing equipment such as saws, grinders, routers, wire wheeling, and acid cleaning.
- Hearing protections as needed.
- Gloves as needed.
- Follow safe work instructions and maintain good housekeeping in the work area.
- Other Department/Job specific Personal Protective Equipment as required.

EDUCATION and/or EXPERIENCE:

- High School/GED or equivalent relevant experience

Floe International reserves the right to make changes to this job description without notice, as required to meet changing organizational and production needs.