



Job Description

Job Title: Mechanical Assembly
Department: Operations

Job Summary

The Mechanical Assembly Technician is a vital function within the organization responsible for Final / Sub Assembly of Customer components.

Assembler Job Responsibilities:

1. Produces components by assembling parts and subassemblies.
2. Reads and deciphers blueprints, and assembly instructions.
3. Positions or aligns components and parts.
4. Uses hand tools or machines to assemble parts.
5. Maintains quality of Operation.
6. Cleans and maintains a safe work area and equipment, including tools.
7. Stages work to be accomplished by BOM's and Pick lists and gathering parts, subassemblies, tools, and materials.
8. Assembles components per drawing specifications for correct fit, fastening parts and subassemblies.
9. Verifies specifications by measuring completed component.
10. Keeps equipment operational by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, and calling for repairs.
11. Maintains inventory by checking stock to determine supply levels, placing and tracking orders, and verifying receipt of supplies.
12. Accurately clock in/off on Job Order steps.
13. Work Overtime as needed

Minimum Qualifications/Experience/Skills

1. General Blueprint reading.
2. Mechanical and technical skills
3. High school diploma or GED
4. Ability to use measuring tools.
5. Display critical thinking and problem-solving abilities with attention to detail
6. Highly proficient at organizing and managing time, information, data and systems
7. Work independently to identify and accomplish tasks and projects with management and cross-functional teams
8. Experience in light Mechanical Assembly processes
 - Installation of various inserts/ helicoils
 - Tapping of components
 - Part marking
 - Joining of components