

## **Assemblers**

### **Job responsibilities/duties:**

- Produces components by assembling parts and subassemblies.
- Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
- Positions parts and subassemblies by using templates or reading measurements.
- Assembles components by fastening parts and subassemblies.
- Verifies specifications by measuring completed component.
- Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.
- Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.
- Contributes to team effort by accomplishing related results as needed.

### **Skills/Qualifications:**

- Experience of working in a heavy industry environment
- Experience of operating variety of production equipment
- Ability to read and interpret engineering drawings
- Ability to work as part of a team as well as independently