



JOB POSITION

HR Form 003

TITLE: Assembly Technician	DATE EFFECTIVE: 04/28/2021
DEPARTMENT: Production	REPORTS TO: Production Manager
<p>ESSENTIAL RESPONSIBILITIES: include the following. Other duties may be assigned</p> <ul style="list-style-type: none"> • Assemble magnetos and accessories, partially or completely, working at bench or on shop floor on a production basis by performing the following duties: • Assemble parts by following written procedures in maintenance manuals, drawings, and/or operational descriptions. • Removes small quantities of metal with hand files and scrapers to produce close fit between parts. • Utilizes drill presses, punch presses, riveting machines, soldering equipment, testing equipment, and small and pneumatic hand tools to assist in assembly processes. • Use all required safety equipment. • Responsible for maintenance and cleaning of safety equipment. • Physical demands: The employee must regularly lift 50 pounds from floor to waist level on a daily basis. 	
<p>SKILLS REQUIRED: Language skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence</p>	
<p>EXPERIENCE REQUIRED: Six months related experience and/or training; or equivalent combination of education and experience.</p>	
<p>EDUCATION REQUIRED: High school diploma or general education degree (GED)</p>	
<p>CERTIFICATES REQUIRED: N/A</p>	
<p>APPROVAL:</p> <p>Dept Manager _____ Date _____</p> <p>Manager _____ Date _____</p>	