

Universal Forest Products Job Description

Position Title:	Assembler I	FLSA Classification:	Non-Exempt – Hourly
Job Code:	511041	Employee Class:	Hourly
Department:	Manufacturing	Reports to:	Department Supervisor

General Summary

Assembler I is responsible for fabricating component parts or assembling the finished product according to the customer specifications. Works under immediate supervision; relies on specific direction and instructions.

Principal Duties and Responsibilities

- Secures and maintains correct component parts and supplies required for the operation.
- Completes work area set up.
- Fits parts together in accordance with prescribed instructions and in accordance with quality standards.
- Operates hand tools as required to complete assembly process.
- Stacks completed products in accordance with established procedures, and if required, may cover, label, and band components/finished product.
- Ensures work area is safe, clean and organized, and that equipment is safe to operate.
- Completes pre-shift/startup equipment inspection checklist and reports any problems or concerns.
- Maintains a clean and orderly work environment.
- Maintains production records as required.
- Checks materials and finished products to ensure they are compliant with standards.
- Performs duties consistent with established safety and quality procedures, rules, and standards.
- Participates in safety, CI and other programs and meetings.
- Performs other duties as assigned.

Job Specifications

Knowledge

- High school diploma/GED preferred but not required
- No minimum experience is required; however, 6 months of manufacturing and assembling experience is preferred.
- Working knowledge of basic math.
- Must be at least 18 years of age.

Skills and abilities

- Ability to work in a safe manner
- Ability to recognize size/grade/quality of material
- Demonstrates ability to follow specific instructions and directions
- Demonstrate ability to use and operate hand tools
- Demonstrate ability to stack material properly
- Ability to pay attention to surroundings
- Ability to identify safety issues in their work area, and notice equipment malfunctions
- Ability to understand basic verbal and written instructions in English.
- Ability to read a tape measure
- Ability to troubleshoot nail gun machines and other similar hand held equipment.
- Demonstrate hand-eye coordination
- Ability to work under immediate supervision
- Ability to pass a drug test
- Ability to work hours mandated by management

Conduct

- Safety conscious
- Team player and goal oriented
- Open to change and positive attitude
- Committed to plant and company goals
- Participates in Safety and CI programs
- Punctual and reliable
- Looks for ways to improve productivity and department results

Working Conditions

The following physical activity is required (percentage of time during a typical workday may vary)

Activity	Not Required	Less than 25%	25 to 49%	50 to 74%	75% or more
Bending at Waist		✓			
Stooping, Kneeling, Crouching, Crawling		✓			
Climbing/Balancing	✓				
Lifting/Carrying					
Less than 10 lbs.				✓	
10-25 lbs.			✓		
Over 25 lbs.				✓	
Pushing / Pulling		✓			
Twisting				✓	
Using force	✓				
Sitting	✓				
Standing					✓
Walking			✓		
Talking: <i>Expressing or exchanging ideas by means of the spoken word.</i>		✓			
Hearing: <i>Perceiving the nature of sounds by the ear with or without correction.</i>			✓		
Seeing: <i>Obtaining impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects with or without correction.</i>					✓
Driving a vehicle/heavy equipment	✓				
Reaching: <i>Extending the hands and arms in any direction (above and beyond comfort zone).</i>			✓		
Handling: <i>Seizing, holding, grasping, turning or otherwise working with the hand or hands.</i>					✓
Repetitive Motion: <i>Repetitious movement of arms, hands, wrists, etc.</i>				✓	

Other: Specify