

Job Description

Position Title General Assembler	Organization (business unit or dept) Colonial Manufacturing	Supervisor ?
Effective Date: 10/3/13	Location (city, state) Henderson, KY	FLSA Status: Non-Exempt
<p>Basic Function (from the essential functions below, summarize the position in 2-3 sentences)</p> <p>This 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.</p>		
<p>Essential Functions (state the activities that are essential to job success; begin each statement with an activity verb and end with some purpose; group like or similar activities under a common heading)</p> <ul style="list-style-type: none"> ▪ Read and accurately following engineering drawings ▪ Accurately perform measurements with a tape measure and scale ▪ Correctly, accurately, safely and efficiently assemble components to suit the job requirements ▪ Basic math skills ▪ Correct, safe and efficient use of various tools as described in position summary ▪ Perform other job duties as assigned. 		
<p>Personal Characteristics (Traits) (describe traits essential to the success of the incumbent in the position)</p> <p>Tenacious, relentless & assertive with a strong sense of urgency to achieve results and strive for excellence. Enthusiastic mental attitude – able to maintain positive approach even when facing difficulty or stress. Must be high-energy, hard-working and resourceful to find creative solutions. Must take personal responsibility and accountability for both actions as well as results. Excellent memory, powers of observation and ability to prioritize and follow-up. Must have excellent communication skills to establish strong rapport with all levels in the organization. Must be dedicated to the company and demonstrate loyalty and integrity when faced with difficult decisions.</p>		

Organizational relationships (state to whom the position reports; if supervisory, state the number of employees supervised directly or indirectly)

Reports to:
Supervises: N/A

Skills (state the type of skills for position success; i.e., specific PC software, math, communication, etc.)

- Read and follow engineering drawings and work orders
- Accurately perform measurements with a tape measure and scale
- Correctly, accurately, safely and efficiently assemble components to suit the job requirements
- Basic math skills
- Correct, safe and efficient use of various tools as described in position summary

Education (state the level of education necessary for position success; state not what the incumbent possesses, but what is required)

- HS Diploma or GED or equivalent relevant experience

Experience (state the level of experience necessary for position success)

- Performed small fabrication and assembly operations of large and small steel, aluminum, fiberglass and wooden parts using hand held and power tools and equipment
- Reading, writing and comprehending written and verbal instructions, including but not limited to reading and interpreting engineering drawings and build orders

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a manufacturing environment operations, noise, fumes, vibrations, dust, etc.

Physical demands (check how often weight is to be lifted or force is to be exerted; four time increments are noted)

Category	Check the box that applies			
	None	<1/3	1/3 to 2/3	>2/3
<i>Lifts weight or exerts force:</i>				
Up to 20 pounds			X	
Up to 30 pounds			X	
Up to 60 pounds			X	
Up to 60 + pounds		X		
<i>Physical Activity:</i>				
Stand/ stationary				X
Standing/ moving about			X	
Sitting		X		
Climbing			X	
Balancing		X		
Stooping			X	
Kneeling			X	
Crawling		X		
Handling large items			X	
Fine motor control				X
Squatting		X		
Other				
<i>Personal Protection Equipment:</i>				
Safety glasses with side shields				X
Face shields when operating chip producing equipment such as saws, grinders, routers, wire wheeling and acid cleaning			X	
Steel toes leather work shoes				X
Knee pads as required		X		
Gloves as required		X		
Maintain good housekeeping in work area				X
<i>Work Environment:</i>				
Work involves exposure in manufacturing facility				X
Exposure to noise from office equipment and telephones	X			
Exposure to outside elements		X		
Work involves exposure to hazardous materials				X
Visual and Mental Skills:				
Visual Acuity				X

	Mental Concentration / Focus				X

Acknowledgement (acknowledge that the information contained in this document is factual and complete)

Employee Signature

Date

Supervisor / Manager

Date

RIGHT WAY PERFORMANCE AGAINST CORE VALUES:

Core Values are behaviors that represent the standards, culture, and values of an entire organization.

Customer Focus:

Employees who demonstrate this value understand, anticipate, and act on information related to meeting the expectations and requirements of internal/ external customers, peers, and stakeholders, and use it for improvements in products, services, and to establish best practices.

- Welcomes feedback and seeks it from others without passing judgment and criticizing others' ideas.
- Knowledgeable of company products, processes, understands organizational strengths
- Sets high standards for self and others
- Strong communicator
- *Knows "what good looks like"*

Drive for Results:

Employees who demonstrate this value consistently exceed goals and seize opportunities; are proactive in presenting new ideas and demonstrate a commitment to innovation and entrepreneurial spirit.

- Delivers on objectives
- Focuses energy on what matters most
- Can manage multiple priorities effectively
- Pushes self and others to meet goals
- Operates with a sense of urgency
- Perseveres
- Is able to perform in complex, ambiguous or stressful situations
- Remains focused and effective in the face of changing demands
- Timely and effective decision making
- Can develop a plan and execute against it
- *Solution Oriented*

Accountability:

Employees who demonstrate this value act with a sense of responsibility in honoring commitments and achievement of agreed upon objectives.

- Can stand alone and will share thoughts, ideas and opinions
- Doesn't shrink from dispute or conflict
- Passionate
- Acts with Integrity
- Leads by example
- Learns from successes and failures
- Holds self and others accountable
- *Engages in self-development*

Collaboration:

Employees who demonstrate this value work well with others, promote a team atmosphere, and strive to create an environment that fosters openness.

- Genuine, Reliable, Trustworthy
- Enlists others as champions of change
- Leverages cross-organizational resources to achieve results.
- Acts for the greater good of the organization
- "Team-player"
- Strong Communicator
- Listens to understand others and values

	<p>opinions</p> <ul style="list-style-type: none">▪ Builds constructive and effective relationships by sharing ideas, opinions and expertise.▪ Creates environment that encourages others to participate.▪ Meets all team deliverables
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