
POSITION: Assembly Technician
LOCATION: Houghton, Michigan
CLASSIFICATION: Non-Exempt
REPORTS TO: Production Manager

Position Description

This position will play a part in assembling an entire machine from start to finish by completing established monthly build schedules. Assembly Technicians will not only assemble but will also troubleshoot and test designated Somero equipment.

Principal Accountabilities

- Build, operate, test and repair machines
- Complete monthly build schedule for successful customer shipments
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Responsible for maintaining proper bill of material to ensure inventory accuracy
- Proactively report issues that may hinder build schedule to Team Supervisor
- Report any quality issues to proper personnel including Team Supervisor, Quality or Production Manager
- Follow all ISO Company policies and procedures
- Work safely in a manufacturing environment and follow all company safety policies and procedures

Attributes

- Ability to solve problems using existing systems and processes
- Detail oriented, accurate and maintain excellent follow-through
- Excellent verbal communication and listening skills
- Capable of following processes and initiate process improvements
- Maintain a positive attitude in high-pressure situations
- Adaptable to changing work responsibilities and production
- Must be self-motivated and work well independently or in a team-oriented environment
- Ability to work effectively with other departments within the organization

Education/Experience

- High School diploma or equivalent required
- Good reading skills to follow assembly documents required
- Basic mechanical aptitude required
- 1-3 years assembly and inventory handling experience preferred
- Basic computer skills preferred
- Experience working with detailed blueprints and procedures of simple complexity preferred

Working Conditions

- Ability to work extended hours as business needs dictate
- Ability to obtain forklift and overhead crane certification
- Ability to regularly lift up to 50 pounds
- Frequently remain in a stationary position such as standing
- Frequently kneel and bend
- Foot Protection (i.e. Steel or Composite Toe Boots) required
- Employee must possess manual dexterity required for using hand tools and operating machinery



Job Description Acknowledgement: I have received, reviewed and discussed any questions I may have had about this job description prior to signing this form.

Printed Name: _____

Signature: _____

Date: _____