



DOCUMENT TITLE:	JOB DESCRIPTION:
	ASSEMBLER/FINISHER/POWDER COATER
DOCUMENT NO:	HR-Z018
REVISION:	DRAFT

JOB DESCRIPTION

JOB TITLE: Assembler/Finisher/Powder Coater
DEPARTMENT: Production
SUPERVISOR: Production Manager/Shift Foreman
SUPERVISES: None

JOB SUMMARY

Assemblers, Finishers, and Powder Coaters are responsible for using components, parts, and processes to produce finished goods.

DUTIES AND RESPONSIBILITIES

The following is a list of the duties and responsibilities of Assemblers, Finishers, and Powder Coaters. Additional tasks and responsibilities may be required as needed.

- Develop an understanding of Spika products and processes
- Safely operate machines and tools
- Inspect all parts and assemblies entering the section for accuracy and quality, rejecting any that fail
- Plan the sequence of operations
- Perform activities in accordance with drawings, specifications, and instructions
- Mark or tag material with proper job number, part number, and/or other identifying marks as required
- Verify all work is performed accurately and with the highest quality
- Ensure work being performed is correctly prioritized
- Identify better, faster, and more efficient ways to perform tasks
- Help to identify wasted motion and effort that does not create value for the customer
- Request tools and other resources needed to increase job performance
- Strive to broaden knowledge and skills in other areas of production
- Assist new workers in learning processes and developing skills

COMPETENCIES

To perform this job successfully, an individual should demonstrate the following competencies:

- Ability to adapt to changes in assignments and priorities; ability to adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles; ability to approach change positively and adjust behaviors accordingly
- Ability to organize work, set priorities, and determine resource requirements; ability to determine necessary sequence of activities needed to achieve goals

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- Ability to read and understand measuring devices such as tape measures and protractors
- Ability to read and understand written and graphic instructions found on production data
- Commitment to quality and continuous improvement
- Willingness to participate as an active and contributing member of a team to achieve team goals
- Demonstrated ability to work safely

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

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. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Abilities:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

None

Certificates, Licenses, and Registrations:

None

Physical Demands:

Below is the approximate amount of time that must be spent on the following activities:

	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		

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Use hands to handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear		X		
Taste or smell	X			

Below is the approximate amount of time that weight must be lifted or force must be exerted:

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

This position requires close vision, depth perception, and the ability to adjust focus.

Work Environment:

Below is the amount of time of required exposure to environmental conditions:

	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

This position typically experiences loud noise.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.