



KOLBERG-PIONEER, INC.

Position Description

POSITION: ASSEMBLER

LABOR STATUS: FULL-TIME / HOURLY / DIRECT

REPORTS TO: DEPARTMENT SUPERVISOR

REVISED: SEPTEMBER 12, 2018

Basic Function

Under the direction of the Department Production Supervisor and in cooperation with the Team Leader, safely perform a variety of tasks to correctly assemble, fit, and join components in the production process of heavy and large mechanical products, per specifications and in accordance with the production schedule, making independent decisions with minimal direct supervision given appropriate instructions.

Primary Duties and Responsibilities

Perform the following functions using skills including hydraulic knowledge, mechanical aptitude, blueprint reading, and pneumatics.

1. Assemble, mount, and/or install component mechanical, electrical, hydraulic, or structural parts into equipment products, with the aid of blueprints schematic drawings, diagrams, layouts, work orders, and oral instructions. This involves reading, understanding, and following a tape measure, work order specifications, blueprints, diagrams, work instructions, oral instructions, and specified procedures.
2. Prepare work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
3. Operate or use various hand, power, and air tools including grinders (portable & bench), wrenches, hammer, cutting torches, drills, punches, and a tape measure. Also operate or use forklifts, and overhead hoists and cranes with associated rigging equipment.
4. Use a computer mouse to access and open/close computer documents.
5. Position parts and subassemblies by using reading measurements.
6. Assemble components by examining parts and components to ensure correctness and completeness, examining connections for correct fit, and fastening parts and subassemblies.
7. Verify specifications and tolerances to meet product and/or quality specifications by measuring completed component. Perform work to the utmost of one self's ability at all times. Continuously strive to improve one self's work-related skills, efficiency, and the quality of output.
8. Resolve assembly problems by fabricating or modifying structural parts, or by altering dimensions to meet specifications and tolerances; notify supervisor to obtain additional resources.
9. Fulfill work requirements according to KPI quality standards determined for the assigned work tasks, including incoming and outgoing quality checks, and other quality inspections as required. Document actions by completing production and quality forms.
10. Keep tools and equipment operational by completing preventive maintenance; follow manufacturer's instructions; troubleshoot malfunctions; call for repairs, and complete the daily check sheets.
11. Conserve Company resources by using equipment and supplies as needed to accomplish job results.
12. Participate in production process and/or product improvement or development assignments, programs, teams, and focus groups.

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Position Description for **ASSEMBLER**, cont.

13. Maintain and use personal protective equipment and other safety supplies and equipment per OSHA and Company requirements.
14. Perform data entry into Company's ERP system.
15. Complete work tasks as necessary to meet safety, productivity, and quality specifications. Perform work to the utmost of one self's ability at all time. Continuously strive to improve one self's work-related skills, efficiency, and the quality of output.
16. Maintain a safe, organized, and clean working environment following the Company's 5S guidelines.
17. Fulfill work requirements according to Company quality standards determined for the assigned work tasks, including incoming and outgoing quality checks, and other quality inspections as required. Document actions by completing production and quality forms.
18. Conserve Company resources by using time, equipment, and supplies as needed to accomplish work tasks.
19. Use Company property with care and respect, help maintain it in good working condition, and retain it on Company premises.
20. Interact with fellow employees, customers, and management in a cooperative, supportive, and courteous manner; comply with Company policies, procedures, rules, and regulations, and uphold KPI Core Values.
21. Perform or assist in other assigned duties as qualified and trained.

Essential Functions of the Job (with or without reasonable accommodation)

1. Perform work standing on concrete a minimum of 8 hours and up to 12 hours per day, and a minimum of 3 days up to 7 days per week.
2. Willingness to train/work during hours outside of regularly-scheduled core shift.
3. Flexibility to work additional hours beyond and/or consecutively with core work schedule when needed.
4. Willingness to cross-train and perform the work of any job tasks or positions within the Company as assigned, outside of or in addition to primarily-assigned position, work area, and/or department.
5. Willingness to assist with training and mentoring co-workers.
6. Regular and reliable attendance for work, appearing on time for each scheduled work day and working all the scheduled work hours.
7. Perform work safely in accordance with all Company safety policies, procedures, and Personal Protective Equipment (PPE) requirements.
8. Perform work in various physical positions including standing, kneeling, squatting, bending, and reaching (temporary variances may be accommodated based on employee's primary assignment).
9. Perform work in heavy industrial setting with exposure to heat, cold, and humidity, industrial odors, fumes, gasses, chemicals, oil, grease, smoke, dust, loud noise (hearing protection provided and required), and vibration. Work involves climbing ladders and stairs, movement of heavy objects, using pneumatic tools, working with moving machinery and equipment, working near moving mechanical parts, working in cramped quarters, and working above floor level which could include high, precarious places. There is risk of electrical shock associated with this job.
10. Ability to wear the Personal Protective Equipment (PPE) required for this position, including hearing protection, safety glasses, safety boots with metatarsal guards, and face shield. A respirator may also be required. Fall protection may also be required.
11. Ability to operate or use a variety of hand, power, and air tools and devices.

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Position Description for **ASSEMBLER**, cont.

12. Ability to use and read a tape measure correctly. Ability to add, subtract, multiply, and divide whole numbers, common fractions, and decimals.
13. Ability to understand and read blueprints and/or other printed instructional materials for guidance and specifications in order to assemble products or parts in a correct and efficient manner.
14. Ability to apply common sense.
15. Must complete and maintain forklift operation certification and be able to safely operate a forklift when necessary.

Education and Experience

1. High School Diploma or General Education Degree (GED) preferred.
2. Knowledge of commonly-used mechanical concepts, practices, and procedures required.
3. Relevant trade school or college course work desired.
4. Ability to correctly use and read a tape measure, and read/understand job-related blueprints, required.
5. Heavy equipment manufacturing experience desired.
6. Computer experience desired, particularly the ability to use a mouse, and locate and open/close files.

Essential Qualifications

1. Must successfully complete a pre-employment drug screening, physical, and background check, and random drug and/or alcohol screenings throughout employment.
2. Must be dependable, dedicated to completing work assignments correctly, and use time wisely.
3. Adept at problem-solving. Adaptable to new situations and challenges. Open to changes and new ideas.
4. Ability to satisfactorily work alone with reasonable and appropriate instructions, training, and supervision, and ability to work with others respectfully and professionally in a team environment.
5. Ability to communicate clearly and completely, expressing needs, and asking questions.
6. Ability to apply commonsense understanding to carry out detailed and written and/or oral instructions.
7. Ability to handle the stress that accompanies production standards and deadlines.
8. Ability to accept constructive criticism and make subsequent adjustments, and willingness to rework incorrect tasks completed by oneself or others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continually required to talk and hear. The employee frequently is required to communicate and exchange accurate information. The employee frequently is required to walk; stand; sit; use foot/feet; use hand/foot controls; use both hands to finger, handle, feel, grip, or drive; use fine finger ability; use wrist motion; reach above/below shoulders; reach and carry with hands and arms; step up/down, climb or balance; and bend/stoop, twist, squat/crouch, kneel, or crawl. The employee occasionally will work outside the facility, encounter uneven or slippery surfaces, or work in wet conditions. Specific vision abilities include close vision, distant vision, color vision, peripheral vision, depth perception, ability to adjust focus, and hand-eye coordination.

Primary work assignment will require employees to frequently push/pull/lift from the floor to the table, and lift from table to shoulder level, up to 45 pounds. Employees may occasionally push/pull/lift below or above shoulder level greater than 45 pounds if they are physically able to do so safely. Employees are encouraged to use caution at all times when pushing/pulling/lifting. Please consider the size, shape, weight of the object to be pushed/pulled/lifted, the path and the distance you must travel along with your own physical ability. If necessary, please seek assistance with pushing/pulling/lifting tasks. Employees should never lift more than they are physically able to handle safely.

Additional Qualifications with Appropriate and Reasonable Training Time:

Assembler Wage Group 2 (Entry-level): Able to complete general assembly work and use all basic hand tools. Blueprint reading and comprehension of blueprint measurements and symbols required. Able to read and understand work orders and bills of material. Able to read a tape measure to 1/16 of an inch. Able to operate overhead hoists safely.

Assembler Wage Group 3: Meets all requirements for Wage Group 2. Minimum of two years of assembly experience in assembly department or equivalent experience. Understand the basics of hydraulic drive systems and electric drives. Has good blueprint reading skills and is able to read and understand work orders properly. Must be able to train conveyor belts. Displays appropriate Company ERP system knowledge and skills. Can be a project leader, train others, and lead 2-3 employees to accomplish the goal. Must be able to work with, mentor, and train a variety of different personalities and skillsets. Proficiently cross-trained in multiple Company work areas.

This description is intended as a guide only. The listed duties may be changed at the discretion of the incumbent's supervisor.