



JOB DESCRIPTION

Job Title: Assembler
Reports To: Assembly Lead

Location: Marshfield
Department: 505

Summary:

The assembler safely assembles parts and large equipment for a variety of organizational manufacturing needs. The assembler will perform manual labor in the production line in order to complete various scheduled equipment types including but not limited to; feeder wagons, forage boxes, grinder mixers, hay mergers, hay rakes, line wrap, and manure spreaders. The position completes various assembly tasks, communicates with co-workers and lead regarding production runs, follows quality protocols and maintains a safe, organized and clean work environment.

Principle Duties and Areas of Responsibility:

- › Works as part of a production team to assemble parts and equipment
- › Assembles both manually and with hand tools
- › Maintains the work area and equipment in a clean, orderly condition and follows prescribed safety procedures
- › Adheres to company quality protocols and processes
- › Perform job duties in an ethical, professional manner which is consistent with the H&S handbook
- › Performs other related duties as assigned by management

Skills and Abilities:

- › Ability to work with minimal supervision
- › General mechanical knowledge and understanding
- › Commitment to excellence and high standards
- › Strong organizational, problem-solving, and analytical skills
- › Ability to manage priorities and workflow
- › Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- › Acute attention to detail
- › Proven ability to handle multiple projects and meet deadlines
- › Ability to understand and follow written and verbal instructions

Qualifications:

- › One or more years of related experience preferred but not required
- › Understanding and ability to read work instructions

Direct Reports: None



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Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

Physical Activity

On the job the employee must:

- (F) Bend (O) Sit
 (F) Squat (F) Stand
 (O) Crawl (F) Walk
 (O) Climb (F) Push/Pull
 (F) Kneel
 (F) Handle objects (manual dexterity)
 (F) Reach above shoulder level
 (F) Use fine finger movements
 (F) Repetitive movement
 () Other _____

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
 (F) Moderate (25-50lbs.)
 (O) Heavy (over 50lbs.)

Physical Ability:

- Vision: Good
 Color Vision: Normal
 Hearing: Normal
 Talking/Speech: Good

Physical Exposure

On the job the employee:

- (F) Is exposed to moderate or excessive (circle) noise
 (F) Is around moving machinery
 (F) Is exposed to marked changes in temperature and/or humidity
 (F) Is exposed to dust
 (O) Is exposed to fumes
 (O) Drives motorized equipment
 (O) Works in confined quarters
 (N) Unprotected heights
 () Other _____

Acceptable Minimum

- Poor Blind
 Impaired
 Moderate Loss Deaf
 Fair Mute



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APPROVALS:

Keith Heeg, Manager

Date

Human Resources

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
