

<h2 style="margin: 0;">McLaughlin Body Company Inc.</h2> <p style="margin: 0;">Job Description</p>		
<b>Division/Department: Operations</b>		
<b>Location: Anderson SC</b>		
<b>Job title: Assembler</b>		
<b>Reports to: Operations Supervisor</b>		
<b>Level/Grade:</b>	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<b>Hours 40 /week</b>  <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

**SUMMARY**

Qualified individual will work as a team for assembling an entire product or component of a product to specifications on a production line.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

- Must be personally responsible and committed to the quality of one’s own work.
- Must be able to work above production standards.
- Bolts, clips, rivets, screws, or otherwise fastens component parts of assembly together, using hand tools, power tools, or bench machines.
- Positions, fits, or aligns parts on workbench, floor, fixture, or machine, following blueprints, diagrams, guides, holes, reference marks, or work orders.
- Drills, taps, or reams holes to prepare parts for assembly, using arbor or drill press or other bench-mounted drills.
- Files, grinds, planes, sands, or buffs parts to remove burrs, alter shape, improve fit, or smooth finish, using hand tools or power tools.
- Applies adhesive, bonding agent, or sealant, to surface of material by brushing, spraying, dipping, or rolling. Also may touch-up paint as necessary.
  
- Holds parts during assembly, using hands, clamps, pneumatic screw presses, or other work aides.
- Cuts materials, such as fabric, metal, paper, or wood into specified dimensions or shapes, using cutting machine, scissors, or knife.
- Reads process sheets, blueprints, or other specifications to determine assembly sequence, machine and tooling requirements, measurements, and tolerances.
- Cleans dust, dirt, oil, and other foreign matter from material or machine surfaces, using cleaning solution, rag, or air hose (30 psi OSHA limitation).

- Records production data on paper or in computer as deemed necessary.
- Lifts, loads, sorts, and moves materials, supplies, and finished products between storage and work areas, using pushcart, hoist, or dolly.
- Package's product in containers for shipment or ties into bundles.
- Stamps, labels, or otherwise marks product or packages with identifying data.
- Positions and secures work pieces, using hands, hoist, crane, wire and banding machine, or hand tools.
- Inspects cabs/components for quality prior to his operation.
- May operate crane/hoists to move large work pieces.
- Ensure accuracy in maintaining production records such as quantities and types produced. (Example: travelers, timecards). Must be able to check parts to Quality Control Documents.
- Must participate in all required training programs to maintain skill levels for continuous improvement. Must successfully complete training program.
- Must be able to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.
- Must wear and maintain the required protective clothing and equipment including safety glasses, steel toe safety shoes, and hearing protection. Additional protection may be needed. (ex: gloves)

## **QUALIFICATIONS**

- Control Precision - The ability to adjust the controls of a machine or a vehicle quickly and repeatedly to exact positions.
- Arm-Hand Steadiness - The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Finger Dexterity - The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Dynamic Flexibility - The ability to bend, stretch, twist, or reach out with your body, arms, and/or legs quickly and repeatedly.
- Manual Dexterity - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Trunk Strength - The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Near Vision - The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.

### **Education and Experience**

- High School Diploma (or GED or High School Equivalence Certificate)

**Physical Demands**

- Must be capable of occasional horizontal lift up to 75 pounds.
- Must be capable of frequent horizontal lift up to 25 pounds.
- Must be capable of occasional floor to waist lift to 50 pounds.
- Must be capable of occasional waist to crown lift up to 50 pounds.
- Willing and able to climb to make repairs with or without reasonable accommodation.
- Willing and able to perform tasks which include repetitive bending, crouching, kneeling, reaching, twisting, sitting, standing, and walking with or without reasonable accommodation.
- Must be able to stand for the duration of the shift. Work schedule may be over 8 hours a day.
- Must be capable of pushing/pulling up to 75 pounds.
- May be required to kneel, bend, crouch, forward bend stand in order to complete job assignment.
- Must be able to work overhead.
- Must be able to work during hot or cold temperatures. Summertime temperatures can reach or exceed 100 degrees.

Employee Acknowledgment

Date:

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.