

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