

JOB DESCRIPTION

Released Date: 8/4/2020

Revised Date: 02/01/2022

Functional Area: Production



POSITION: Mechanical Assembly Technician II

REPORTS TO: Production Manager

General Description:

Use assembly and component drawings and specifications to perform various types of moderate to difficult equipment assembly and set-up operations utilizing a variety of hand tools and parts to produce company equipment. Fabricate and modify parts for manufactured equipment by applying advanced knowledge of mechanics, hand and machine tools, shop mathematics, metal properties, layout, and machining procedures on a day-to-day basis. Provide leadership and training to new hires in the department. May also include the fabrication, modification, or repair of mechanical equipment required in the production environment. Occasional travel to customer locations to complete installation of systems.

Responsibilities:

- Follow the directions of supervisors to coordinate individual's work flow and utilize job traveler assembly operations and activities within schedule and required timeframes.
- Provide hands-on training and direction to junior mechanical assembly technicians.
- Fit and assemble components according to assembly blueprints, manuals, engineering memos, sketches, and knowledge of machine construction to construct, rebuild, and repair machines and equipment, using hand tools and power tools.
- Verify conformance of parts to stock list blueprints, using measuring instruments, like calipers, gauges and micrometers.
- Verify alignment and tolerances of moving parts, using measuring instruments, like dial indicators thickness gauges.
- Follow all appropriate safety and sanitation regulations.
- Assist with manufactured machine/equipment set up and adjustment, including any company testing procedures and quality requirements as outlined/directed.
- Travel and perform customer installation processes, as required.

Training Objectives:

- Increase and maintain an advanced understanding of Company equipment, including knowledge of appropriate industry machines and tools, and their design, uses, benefits, repair, and maintenance.
- Able to independently perform individual operations on parts and components and/or assembly duties as assigned.

Measures of Effectiveness:

- Teamwork - Able to act in a leadership role to work with other department and production personnel to meet team and company production goals.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking - Utilize problem identification and solving skills, including getting information needed to do the job and combining, reasoning and evaluating this information to provide information to supervisors/peers and to advise and/or make decisions and adjust actions to solve problems.
- Proactive - Take the initiative to influence events to achieve work group goals and carry our work processes and procedures in a proactive manner.

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- Continual Improvement - Assess processes, material and activities to detect problems, control resources, identify the causes or errors or defects and suggest improvements to team leader and management.
- Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things up to 60 pounds.

Minimum Requirements:

- Experience: 5 or more years work in a production or other machine building or repair environment performing work related to the material handling/robotic industry.
- Educational: one year in trade school and/or other technical/mechanical/electrical training or equivalent work experience.
- Skills/Knowledge: Ability to understand and utilize appropriate machines, hand and power tools, including their design, uses, benefits to assemble, repair and maintain component parts and machines.
- Have own tools as follows:
 - Socket set, metric and standard
 - Wrenches – metric and standard
 - A hammer
 - Allen wrenches – metric and standard
 - A drill and tap set
 - Tape measure
- Communications: Able to talk with others, orally and in writing, to effectively gather, assimilate and convey information in a proactive and professional manner.
- Team: Develop constructive and co-operative working relationships in order to coordinate activities to accomplish tasks.
- Able to travel in support of equipment installation approximately when requested.