



POSITION DESCRIPTION

Job Title	Assembler I	Reports To	Production Manager
Department	Industrial	Location	Gurnee, IL

GENERAL SUMMARY

Build compressor and vacuum pumping systems using engineered prints, schematics, and Bills of Material. Including and not limited to other production activities such as painting, crating and or testing of completed products.

KEY RESPONSIBILITIES *(Include but not limited to)*

- Follow Training & Development Plan to learn and perform all Systems, Pipeline, and Aftermarket Assembly Processes
- Support Team Members in the production process as needed
- Work with Experienced Technicians to both learn and build compressor, vacuum and liquid ring pump systems using prints, schematics, and Bills of Material. Produce accurately assembled and functional systems
- Prepare work to be accomplished by assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials position parts and subassemblies by using templates or reading measurements
- Assemble components by examining connections for correct fit; fastening parts and subassemblies
- Use Ohio Medical ERP Systems to issue all material & components accurately to job orders and to manage and transfer inventory properly throughout department
- Comply with all Assembly Operations Productivity Standards and elevate issues and concerns with Productivity Standards to Management & Engineering
- Maintain safe and clean environment by complying with procedures, rules, and regulations
- Understand, follow, and implement as needed 5S Workplace Organization Principles
- Keep Supervisor informed of any production problems
- Conserve resources by using equipment and supplies as needed to accomplish job results
- Maintain highest level of Quality by Inspecting all work and ensure it meets requirements prior to passing it on to the next operation



REQUIREMENTS FOR THIS POSITION

I. Professional Experience

- 1 -2 - years' experience in assembly operations, fabrication, mechanics, and basic electrical wiring
- Must be able to utilize machinery: Power tools, hand tools, welder, grinder, cut off saw, torch
- Must be able to read a blueprint

II. Education

- High School Diploma or equivalent required
- Forklift Certification a plus

III. Language

- English

IV. Travel (estimated % of time)

- None

This job description in no way states or implies that these are the only duties to be performed by this employee. The incumbent is expected to perform other duties necessary for the effective operation of the department or unit. This job description may be changed at any time.

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