

JOB TITLE: Assembler, Production

JOB DESCRIPTION: Performs repetitive bench or line assembly operations to mass-produce or assemble pre-formed products: Places parts in specified relationship to each other. Deburrs, bolts, clips, screws, cements or otherwise cleans and fastens parts together by hand, or using handtools or portable power tools. May tend machines, such as arbor presses or riveting machine, to perform force fitting or fastening operations on assembly line. May be assigned to different workstations as production needs require. May work on line where tasks vary as different model of same article moves along line. May be designated according to part or product produced.

JOB QUALIFICATIONS AND SKILLS: Certifications and experience requirements may vary. According to the "Guide for Occupational Exploration" (GOE), to do this kind of work, one must be able to: follow instructions carefully; adjust to doing the same thing over and over; and pay attention to safety rules when working around machinery.

TYPES OF MACHINES, TOOLS, SPECIAL EQUIPMENT USED: Production, fabrication, and assembly machinery and power tools such as saws, punch presses, drills, shears, brake press, mills, routers, and lathes; or hand tools, such as scrapers, rotoburrs, sanding blocks, drill bits, quick burrs, files and pallet knives, micrometers and calipers.

INDUSTRY DESIGNATION: Any Industry.

WORK SCHEDULE: Full time.

STRENGTH FACTOR FOR THIS JOB: Per the *Dictionary of Occupational Titles*, this position is considered to be in the **Light** category.

PHYSICAL DEMANDS: Following are descriptions of three terms on which physical demands are expressed:

Seldom: not at all to once per work day.

Occasionally: up to 1/3 of the work day.

Frequently: up to 2/3 of the work day.

Constantly: 2/3 or more of the work day.

WNL: Within Normal Limits

Stand: Alternates between OCCASIONAL and FREQUENT standing and sitting as necessary to complete task performed at variable bench levels. Periods of time can range from 15 minutes to 2 hours. The worker will alternate between sitting and standing on a FREQUENT to CONSTANT basis, alternating between the two and the worker's own discretion.

Walk: OCCASIONALLY between work stations or to obtain parts and supplies.

Sit: Alternates between sit and stand as necessary to complete tasks performed at bench level. Periods of time can range from 15 minutes to 2 hours. The worker will alternate between sitting and standing on a FREQUENT to CONSTANT basis, alternating between the two and the worker's own discretion.

Lift: May lift smaller items weighing ounces on a FREQUENT to CONSTANT basis throughout the day (hand tools, screws, wires, etc.). May OCCASIONALLY to FREQUENTLY lift and carry up to 10 pounds for short distances. May lift and carry up to 20 pounds on an OCCASIONAL basis.

Carry: May OCCASIONALLY to FREQUENTLY lift and carry up to 10 pounds for short distances. May lift and carry up to 20 pounds on an OCCASIONAL basis.

Push/Pull: May OCCASIONALLY push/pull cart with supplies for short distances with up to 15 pounds of force. The worker may use less than 5 pounds of push/pull force FREQUENTLY to CONSTANTLY throughout the day while performing assembly duties (this will include pushing and pulling on pieces of the item being assembled)

Controls: OCCASIONAL to FREQUENT if operating machinery. Controls include dials, switches, levers and keyboards.

Climb: The worker may be required to use a flight of stairs or a step stool on a SELDOM basis.

Balance: Within normal limits.

Bend/Stoop: OCCASIONALLY at waist level if retrieving a dropped item. The worker may slightly bend at the neck level on an OCCASIONAL to FREQUENT basis while working on products.

Crouch: Not a required physical demand of this position.

Twist: May OCCASIONALLY be required at neck or waist levels to accomplish various tasks from either a seated or standing position. Can be regulated by use of proper body mechanics and positioning. In addition, the worker will FREQUENTLY twist slightly at the wrists when working with screw drivers as well and when fastening items via a twisting/turning motion.

Knee/Crawl: Not a required physical demand of this position.

Handle/Grasp: FREQUENTLY to CONSTANTLY handle/grasp items being assembled, small hand tools or power tools, and machinery to accomplish pre-assembly, assembly, or finishing tasks.

Fine Manipulation/Fingering: The worker will FREQUENTLY to CONSTANTLY use fine finger manipulation to accomplish pre-assembly, assembly, or finishing tasks.

Feeling: FREQUENT feeling to determine accurate assembly.

Reach: Floor to Waist Level: SELDOM to OCCASIONAL to retrieve items located below waist level.

Waist to Shoulder Level: FREQUENT with minimal extension to retrieve parts and obtain tools/supplies from workstation.

Shoulder Level to Overhead: SELDOM to OCCASIONAL, may be performed with either hand.

Vision: Normal to corrected vision is required.

Talk/Hear: The worker should have the ability to communicate effectively with co-workers.

Taste/Smell: Not a required physical demand of this position.

Environmental Factors: Production assembly/industrial machine shop area. Hearing and vision protection is required and provided.

Work Environment Access: The worker has access to parking, rest-rooms, and break areas.

Additional Comments: None.