



Job Description

Position Title	Department	Reports to
1 st Shift Assembly Technician	Manufacturing	Manufacturing Supervisor
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	July 2019

POSITION SUMMARY

The assembly technician will perform a multitude of roles in the production shop, including but not limited to performing secondary machining operations and performing primary and secondary assembly operations on the products. Additional responsibilities will involve such duties as shop safety, cleaning, packing, loading and unloading trucks, all towards delivery of a timely and high-quality product to our customers. This is a unique ground floor opportunity to create and operate in a high-energy shop working environment in collaboration with the management of the company. This position reports to the Manufacturing Supervisor at the Brunswick facility. Significant potential for advancement to other functional, leadership and management positions exist as the company rapidly grows through sales and expansion of our product lines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Embrace and comply with all safety and employee regulations.
- Perform all production tasks as required, including assembly, machine operation, packing and inspection.
- Interpret specifications, prints, job orders, perform work as required.
- Inspect materials, products or equipment to detect defects or malfunctions.
- Maintain quality standards, process parameters and other indicators to ensure that all components and finished products conform to quality standards.
- Monitor inventory levels of raw and semi-finished goods (via Kanban) and restock promptly.
- Maintain the cleanliness of the machines, equipment and shop in general on a continuous basis through 5S.
- Other duties as assigned (e.g., restock Kanban, etc.).

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Makes good first impression and is easy to work with and exhibits strengths as: Team Player, Collaborator, Self-starter, High energy work ethic and goal oriented.
- Prior experience in a production environment required.
- Individual Contributor with potential to grow skills and leadership.
- Ability to come up with simple, creative ideas to improve our performance.
- High school diploma is required, some higher education is preferred.
- Ability to read and accurately interpret production drawings and shop floor instructions is essential.
- Must be able to demonstrate strong verbal communications and interpersonal skills to interact effectively with managers, customers, suppliers and other employees.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is frequently required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 90 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

STARC Systems is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.