



Job Description

| Position Title | Department | Reports to |
|---|--|--------------------------|
| Assembly Technician; 2 nd Shift | 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 | February 2021 |

POSITION SUMMARY

The Assembly Technician works in a manufacturing and assembly environment, performing a multitude of roles in the production shop, primarily focused on performing assembly operations and occasional secondary machining operations. All towards delivery of a timely and high-quality product to our customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Perform all required production tasks, including assembly, machine operation, packing and inspection.
- Perform primary and secondary assembly operations on the products.
- Perform secondary machining operations; saws, drill press and other manufacturing equipment.
- 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.
- Clean and pack finished product.
- Monitor inventory levels of raw and semi-finished goods (via Kanbans) and restock promptly.
- Maintain a safe, clean and well-organized production work environment through consistent application of the 5S program.
- Embrace and comply with all safety and employee regulations.
- May be asked to be certified to operate a fork-lift.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma required.
- Prior experience in a production environment working on 2nd shift. Training will be provided as required.
- Possess strong interpersonal skills to work effectively in a collaborative team environment.
- Individual contributor who possesses initiative, a high energy work ethic, and ability to contribute to a high-performance team.
- Entrepreneurial spirit and thinking, flexible, collaborative, creative problem solver, and supportive of all internal teams.

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. The production area is a fast-paced, high-performance work environment. While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand; walk; sit occasionally; and in some instances, repetitively reach with hands and arms. The employee must be able to pick up and carry heavy weights as necessary during manufacturing and assembly. The employee must be able to lift and/or move up to 85 pounds. The employee must be able to push/pull varied weights of carts with product. 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 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.