

**Job Title:** Assembler

**Industry:** Manufacturing and Distribution (HVAC Hydronic Specialty Products)

**Reports to:** Production Supervisor      **Department:** Manufacturing

**Classification:** Hourly/Non-exempt      **Location:** Hatfield, PA

**Date:** June 19, 2019      **Shift:** 7AM – 3:30PM

**Job Summary:**

Produces product to customer specifications by assembling valve kits and subassemblies.

**Essential Job Functions:**

1. Prepares work to be performed by studying assembly instructions, drawing specifications and parts lists, gathering parts, subassemblies, tools and materials.
2. Positions parts and subassemblies by using templates or reading measurements.
3. Assembles components by examining connections for correct fit, fastening parts and subassemblies.
4. Verifies specifications by measuring completed component.
5. Notifies supervisor of assembly problems.
6. Keeps equipment operational by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, advises supervisor if repairs are required.
7. Maintains safe and clean working environment by complying with procedures, rules and regulations.
8. Documents actions by completing production and quality forms.
9. Contributes to team effort by accomplishing related results as needed.
10. Capability to work overtime as needed.
11. Performs other duties as required or assigned.

**Minimum Requirements:**

- High school graduate or equivalent
- Mechanical aptitude

- Experience with small hand tools
- Experience with packaging and warehouse machinery
- Ability to lift 75 pounds and safely push carts, dollies, and other material handling equipment
- Strong organizational skills and attention to detail
- Ability to communicate and participate in a “Team Player” environment

## **Preferred Qualifications**

- HVAC or plumbing experience
- Experience in wrenching brass or other sensitive material
- Advanced or technical education a plus
- Efficient use of computers and desktop applications