



JOB DESCRIPTION

POSITION:	Assembler Level B
CLASSIFICATION:	Non-Exempt
REPORTS TO:	Production Manager
DEPARTMENT:	Production
UPDATED:	1/16/2025

SUMMARY:

Using hand tools, working in sequence with other Team Members, efficiently assembles components for control boxes, inverters, and related products. Level (B) depends on exhibited skill and experience.

Work may consist of working on one team or being assigned to work on different teams, which may consist of fabricating, assembling wire harnesses, building inverters, wiring panels, soldering, or other tasks and functions performed on the Production Team.

RESPONSIBILITIES:

- Use hand tools such as screw drivers, wire snips, needle nose pliers, Allen wrenches, and a flashlight
- Use power tools including drills, saws, cranes, and sheet metal punching tools
- Use specialty tools to secure components to various pieces of metal surfaces
- Use Ohm meters to verify correct resistor values and current coil readings
- Mount sub-assemblies to various metal plates, panels, and brackets
- Install pre-made harness assemblies
- Measure as required
- Works from blueprints, drawings, sample assemblies, pictorial presentations, written and verbal instructions and standard assembly procedures to meet quality and quantity standards
- Follows instructions to accurately determine wire routing/assembly sequence on controls, similar in construction and design to previously fabricated units
- Follows instructions to accurately determine location and fitting of panels, boxes, and performs repetitive and routine duties
- Inspect own work to ensure placement accuracy and completeness of work performed
- May solder leads to Printed Circuit board
- Comply with company policies and follow all quality processes
- Will work primarily in a cellular or sequential assembly manner in a fast-paced, shop floor environment

- May perform other work as assigned that may be incidental to primary job duties or other assigned work that may be performed safely using tools that are commonly available
- Perform tasks efficiently to a high level of quality as well as exhibiting strong organizational skills
- May stand or sit for a great part of a regular workday
- May occasionally to lift to 50 pounds

COMPETENCIES/REQUIRED SKILLS:

- Must be able to accurately follow written and verbal instructions
- Good mechanical skills, knowledge of most hand tools, crimp tools and torque tools, and an ability to use power screwdrivers and other assembly tools
- Ability to lift to 50 pounds
- Must have high standard of professionalism
- Must have organizational ability
- Ability to effectively keep pace to meet Production schedule
- Ability to remain focused while working independently
- Must be able to exhibit proficient inspection skills to ensure work is performed correctly
- Must have reliable attendance and an ability to work overtime to meet requirements
- Experience using ESD procedures, as well as hand and power tools is helpful
- Knowledge of assembly practices using Standard and Metric measurements is helpful
- Progressive fabrication experience is helpful
- Soldering skills are helpful

EDUCATIONAL REQUIREMENTS

- High School Diploma or general education degree (GED)
- Prior leadership training is a plus

This job description is a summary of essential and generally expected tasks and responsibilities. Additional tasks, duties, and responsibilities may be required and the same may change at any time with or without notice.

ASSEMBLER B CRITERIA

- Able to train TMs in their relative area of expertise upon request (wiring, assembly or fabrication)
- Master a minimum of one production floor function (i.e., wiring, assembly or fabrication), as well as become proficient in soldering efficiently
- Demonstrates an exceptional work ethic and able to work with little supervision
- Efficient knowledge of WTC's weld controls and/or sub-assemblies
- Able to fabricate on panels and enclosures with little supervision
- Able to operate power tools correctly, effectively, and safely operate power tools, such as drill motors, jig saws, dremels, ensly hole punch and the band saw
- Able to use a picklist to verify required material for a control or subassembly
- Efficient understanding of hardware and torque standards / procedures
- Able to efficiently crimp / inspect wires and cables for desired quality with minimal supervision
- Able to effectively use a measuring device without assistance
- **Has successfully met the requirements of the Assembler C Criteria (below)**

ASSEMBLER C CRITERIA

- Functional knowledge of ISO procedures relative to job tasks and the ability to find a procedure, as needed
- Able to read and understand prints and correctly follow directions (with consideration for safety rules and regulations)
- Able to properly align decals and or wire tags
- Sufficient knowledge of hardware, torque, clam force, and ESD precautions
- Able to efficiently strip / crimp wires and cables
- Able to read a tape measure or ruler
- Able to comfortably lift 50 pounds without assistance
- Successfully able to perform the tasks and functions reflected on the general Assembler job posting