

## Universal Forest Products Job Description

<b>Position Title:</b>	Assembler I	<b>FLSA Classification:</b>	Non-Exempt – Hourly
<b>Job Code:</b>	511041	<b>Employee Class:</b>	Hourly
<b>Department:</b>	Manufacturing	<b>Reports to:</b>	Department Supervisor

### General Summary

Assembler I is responsible for fabricating component parts or assembling the finished product according to the customer specifications. Works under immediate supervision; relies on specific direction and instructions.

### Principal Duties and Responsibilities

- Secures and maintains correct component parts and supplies required for the operation.
- Completes work area set up.
- Fits parts together in accordance with prescribed instructions and in accordance with quality standards.
- Operates hand tools as required to complete assembly process.
- Stacks completed products in accordance with established procedures, and if required, may cover, label, and band components/finished product.
- Ensures work area is safe, clean and organized, and that equipment is safe to operate.
- Completes pre-shift/startup equipment inspection checklist and reports any problems or concerns.
- Maintains a clean and orderly work environment.
- Maintains production records as required.
- Checks materials and finished products to ensure they are compliant with standards.
- Performs duties consistent with established safety and quality procedures, rules, and standards.
- Participates in safety, CI and other programs and meetings.
- Performs other duties as assigned.

### Job Specifications

#### Knowledge

- High school diploma/GED preferred but not required
- No minimum experience is required; however, 6 months of manufacturing and assembling experience is preferred.
- Working knowledge of basic math.
- Must be at least 18 years of age.

#### Skills and abilities

- Ability to work in a safe manner
- Ability to recognize size/grade/quality of material
- Demonstrates ability to follow specific instructions and directions
- Demonstrate ability to use and operate hand tools
- Demonstrate ability to stack material properly
- Ability to pay attention to surroundings
- Ability to identify safety issues in their work area, and notice equipment malfunctions
- Ability to understand basic verbal and written instructions in English.
- Ability to read a tape measure
- Ability to troubleshoot nail gun machines and other similar hand held equipment.
- Demonstrate hand-eye coordination

- Ability to work under immediate supervision
- Ability to pass a drug test
- Ability to work hours mandated by management

**Conduct**

- Safety conscious
- Team player and goal oriented
- Open to change and positive attitude
- Committed to plant and company goals
- Participates in Safety and CI programs
- Punctual and reliable
- Looks for ways to improve productivity and department results

**Working Conditions**

The following physical activity is required (percentage of time during a typical workday may vary)

Activity	Not Required	Less than 25%	25 to 49%	50 to 74%	75% or more
Bending at Waist		✓			
Stooping, Kneeling, Crouching, Crawling		✓			
Climbing/Balancing	✓				
Lifting/Carrying					
Less than 10 lbs.				✓	
10-25 lbs.			✓		
Over 25 lbs.				✓	
Pushing / Pulling		✓			
Twisting				✓	
Using force	✓				
Sitting	✓				
Standing					✓
Walking			✓		
Talking: <i>Expressing or exchanging ideas by means of the spoken word.</i>		✓			
Hearing: <i>Perceiving the nature of sounds by the ear with or without correction.</i>			✓		
Seeing: <i>Obtaining impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects with or without correction.</i>					✓
Driving a vehicle/heavy equipment	✓				
Reaching: <i>Extending the hands and arms in any direction (above and beyond comfort zone).</i>			✓		
Handling: <i>Seizing, holding, grasping, turning or otherwise working with the hand or hands.</i>					✓
Repetitive Motion: <i>Repetitious movement of arms, hands, wrists, etc.</i>				✓	

Other: Specify

**Disclaimer Statement**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

*"Universal Forest Products and its subsidiaries and affiliates are equal opportunity employers. All qualified candidates will receive consideration without regard to race, color, religion, sex or national*

**Review & Approvals**

_____	_____	_____
Name	Department Manager	Date
Ingrid Shane		December, 2011
_____	_____	_____
Name	Human Resources	Date