

1.0 JOB DESCRIPTION SUMMARY

Assembly Department General Assembler/Finisher

2.0 REPORTING RELATIONSHIPS

Reports to his/her respective Team Leader or Departmental Supervisor per Assembly Department Organizational Overview Chart.

3.0 JOB REQUIREMENTS

3.1 Education

3.1.1 Required – Secondary school graduate or GED (may be waived based on past work experience or an actual task/performance evaluation conducted at job interview).

3.1.2 Preferred – Secondary school graduate with technical courses.

3.2 Experience

3.2.1 Required – Six months in a manufacturing plant performing general assembly operations or sufficient skills as may be demonstrated at job interview.

3.2.2 Preferred – One year in a manufacturing plant performing mechanical assembly operations.

3.3 Skills, knowledge and abilities

3.3.1 Must be familiar with manufacturing assembly techniques and equipment.

3.3.2 Must be comfortable in a high quality manufacturing plant environment.

3.3.3 Must be able to work well with others in a high stress production environment.

3.3.4 Must be able to communicate easily with peers and supervisor.

3.3.5 Understand quality assurance issues.

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3.3.6 Understand relationships of various departments and functions within the plant environment.

3.4 Physical requirements

3.4.1 Must be able to work in a manufacturing environment with a higher than normal sound environment.

3.4.2 Must be able to lift and maneuver heavy pieces of product components up to 100 pounds.

3.4.3 Must be able to operate various manufacturing equipment.

3.5 Mental requirements

3.5.1 Mathematical – must be able to add, subtract & work with fractions.

3.5.2 Language – must be fluent in English.

3.5.3 Mechanical – must be able to use basic hand tools.

3.5.4 Spatial – no particular skill required.

4.0 WORKING CONDITIONS

Most of the workday would be spent in a manufacturing plant environment on his/her feet performing physically demanding tasks.

5.0 ESSENTIAL FUNCTIONS

5.1 Produce high quality work.

5.2 Understand schedule requirements.

5.3 Represent Solar Technology in a professional manner.

5.4 Insure that equipment is maintained in a clean and safe manner.

6.0 AUTHORITIES AND RESPONSIBILITIES

6.1 Responsible for producing a product within time standards to departmental quality standards as directed by his/her respective Team Leader or Departmental Supervisor.

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6.2 Responsible for maintaining a clean and safe area.

6.3 Responsible for maintaining equipment properly.

6.4 Supervise temporary workers.

7.0 DUTIES AND TASKS

7.1 Build equipment per work instructions and as directed by his/her respective Team Leader/Departmental Supervisor according to established standards.

7.2 Assist in loading finished product onto trucks for shipment.

7.3 Insure departmental equipment is maintained in a clean and appropriate manner.

7.4 Assist in other departments when required.

7.5 Train temporary workers to produce quality products.

7.6 Maintain safe area.

7.7 Insure that area is cleaned every night at end of shift.

7.8 Represent Solar Technology in a professional manner.

8.0 PERFORMANCE CRITERIA

8.1 Output conforms to established standards.

8.2 Work is produced within established time standards.

8.3 Work area is maintained in a clean and safe manner.