



**Job Title: Production Associate II**

**Department: Assembly**

**Grade Level:**

**FLSA Status: Hourly**

**Reports to: Line Lead**

**Supervises: N/A**

**Purpose and Objectives:**

Under direct supervision and with detailed instructions, work as part of a team to perform production operations on the assembly lines according to product specifications and department requirements. Fully qualified associate will be responsible for performing any role in the work area including assembly, inspection, and packing.

**Essential/Specific Duties and Tasks:**

1. Work as safely as possible by following safety procedures, wearing and using proper safety equipment, proper training, and correcting unsafe conditions.
2. May need to clean and trim chaff from parts with razor hand tool, as needed. Placement of parts for stamping operations may also be needed.
3. Operate v-nail machine, stapler, glue gun and other pneumatic equipment.
4. Assemble parts by placing appropriate materials as needed.
5. Exercise responsibility for quantity and quality of parts.
6. Visually inspects parts to standards. Return flawed products for reworking.
7. Pack and seal final product into boxes.
8. Reads and interprets basic engineering drawings, specifications, bills of material, and standard operating procedures.
9. Performs other duties as assigned

**Qualifications (including Education, Physical Demands, Working Conditions, Equipment Used, Other Required Skills):**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education:** High School (diploma/GED) preferred;  
**Experience:** 0-1 years' experience in high-speed manufacturing/production environment preferred

**Knowledge, Skills and Abilities:**

Ability to use basic hand tools, attention to detail, and be open to learning additional tasks.

**Physical Effort and Working Environment**

**Manual Dexterity:** Work requires high speed, accuracy and adeptness to operate a limited range of equipment.

**Physical Effort:** Work requires a considerable variety of steady active physical exertion with some lifting (35-50lbs), pulling, and/or continuous standing, sitting, walking or bending.

Equipment Used: Assembly machines, hand scraper, housekeeping, and basic hand tools.

Working Conditions: Continuous exposure to moderately disagreeable features including heat, dirt, noise.

**Key Performance Indicators:**

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***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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CURRENT INCUMBENT(S):

DATE LAST MODIFIED: 10/05/2010; 9/20  
Date Reviewed: 8/2015