

JOB DESCRIPTION

Job Title: Mechanical Assembler – ON, OR

Department: Manufacturing

Reports To: Plant or Operations Manager

Status: Non-Exempt

Date Issued: August 2022

SUMMARY:

Responsible for the assembly of parts, pieces and/or products using a variety of tools and/or equipment according to required specifications, processes, and procedures in an area of production in a manufacturing environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Read, comprehend, interpret, and follow basic blueprints, diagrams, engineering drawings, specifications, and other written instructions and follow established procedures to accurately assemble products.
2. Installs mechanical equipment in accordance with drawings and specifications.
3. Mechanical type assembly using hand tools and power tools.
4. Working with various sized materials from heavy parts to small intricate parts.
5. Installs interconnecting piping, components, and support structures.
6. Ensures proper fitting, adjustment and alignment to close tolerances and meets inspection standards.
7. May perform final system assembly/installation at customer sites.
8. Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Support other team members (Team Leads, Electrical team, Test team) in support of manufacturing goals.
- Performs duties in a safe manner and promoting safety to others in accordance with Newterra's safety policies and procedures.
- Reports all safety concerns, near misses and incidents immediately.
- Based on position, ability to lift 75 pounds.
- Based on position, overnight travel (25%) may be required.
- Maintains a clean, orderly, and safe workspace.
- Adheres to the company processes as detailed in Newterra's Business Management System and bring forward ideas for continuous improvement.

MINIMUM QUALIFICATIONS:

- High School Graduate or GED Required
- Ability to read engineering drawings and technical documents
- Owns and safely operates tools as required

The information listed above is not comprehensive of all duties/responsibilities performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

- Based on position, forklift and crane certifications preferred and or required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong communication skills
- Good troubleshooting skills
- Ability to follow directions and work in a team environment

PHYSICAL DEMANDS:

Must be able to use both hands to handle, control, or feel objects, tools, or controls, stand for long periods of time and repeat the same motions. Must also be able to push, pull and maneuver up to 50 pounds.

WORK ENVIRONMENT:

Frequently work outdoors. This is a manufacturing environment and will be exposed to elements such as loud noise, hazardous equipment, heat, dirt, dust, fumes, and other hazardous materials. Often wear protective attire, such as safety goggles, masks, or ear plugs. Frequently exposed to distracting and uncomfortable noise levels from machinery. May be exposed to hazardous situations when working with large metal parts and cutting tools. Company safety standards must be always followed.

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