

Date:	2021	Grade:	Hourly
Position:	Machine/Mechanical Assembler	Dept.:	Technical Services Group
Class:	Full Time	Reports to:	Technical Services Manager

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**Job Function:**

Responsible for the proper assembly of machine subassemblies and full machines. Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials. Individuals in this position must have experience working to exact tolerances doing precise assembly, reading, following engineering drawings, and working with ISO instructions. Individuals in this position should have strong communication skills, a passion for their work, and the internal drive to maintain a high level of quality and craftsmanship. Works with Engineering, Skilled Trades Groups and Manufacturing Business Units Personnel.

**Job Requirements:**

- Interpret and read blueprints to determine proper layout of equipment.
- Position parts and subassemblies by using templates or reading measurements.
- Verifies specifications by measuring completed component.
- Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.
- Inventory parts and tools used in the assembling process.
- Utilize hand tools, power tools, and other fabrication equipment to complete tasks
- Work with team, show ability to communicate and take direction to work efficiently
- Able to perform, solve and be observant to details
- Ability to complete tasks with minimal supervision
- Use manual machinery to fabricate own parts and fixtures
- Test finished subassemblies and machinery for defects.
- Ability to operate forklifts and overhead cranes
- To clean and maintain a secure and safe work environment.
- Keeps abreast of industry developments and augments own knowledge and skills to competently practice and apply.
- Must complete 50 hours per year of Technical Skills Development

**General Measurement Areas:**

- Safety, Quality, Service and Productivity Goals
  - No accidents or injuries.
  - Assignments satisfactorily meet quality specifications.
  - Responsiveness, effectiveness, and an approach which represents a total commitment to customer satisfaction.

Other areas that range from skill enhancement and continued education to willingness to accept additional responsibilities and maintain a high degree of self-directness



585.924.2186 Office • 585.924.7680 Fax  
1050 Hook Road • Farmington, New York 14425

**Education Requirements:**

Minimum High School Diploma or equivalent

**Skills Required:**

- Minimum 3 years working as Machine Assembler or similar role (non-repetitive and non-assembly line work).
- Ability to interpret and read blueprints.
- Utilize hand tools, power tools, and fabrication tools to complete jobs as necessary.
- Ability to work standing, bending or kneel for extended periods of time.
- Ability to lift 50-lbs.

**Physical Demands/Work Environment:**

While performing the duties of this job, the employee is regularly required to stand, bend, kneel, use hands, reach with hands and arms, talk and hear. The employee may lift/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The noise level in the work environment is occasionally loud.

**Career Opportunity:**

Technical Services Manager.

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