



## Assembler - Manifolds

Department:	<i>Manufacturing</i>
Reports To:	<i>Production Manager</i>
Supervises:	<i>N/A</i>
FLSA Classification:	<i>Non-Exempt</i>
Approved By:	<i>Director of Operations</i>
Revision Date:	<i>March 2023</i>

### JOB PURPOSE:

Assembles and tests products in accordance with established standards by performing the following duties.

### ESSENTIAL DUTIES and RESPONSIBILITIES:

#### Description of Tasks and Responsibilities:

1. Assembles manifolds, power units and electrical devices to meet product specifications.
2. Applies knowledge of hydraulic, pneumatic, and electrical principles to test assemblies in accordance with schematics and work instructions. Document test results as required.
3. Completes assigned jobs in a safe and timely manner in accordance with work order instructions, assembly drawings and schematics. Meet industry, customer, and production standards.
4. Operates shop equipment and machinery in accordance with safety standards and notifies management of equipment malfunction.
5. Maintains a well-organized and clean work area. Monitor standard product inventory.
6. Prepares surfaces for painting and paint product as required.
7. Complies with company policies and procedures, giving special attention to safety.
8. Participates in additional activities contributing to the overall goals of the company as the opportunities arise.
9. Completes assigned jobs in a safe and timely manner in accordance with work order instructions, assembly drawings and schematics, meeting industry, customer and production standards and expectations.
10. Maintains a well-organized and clean work area and monitors standard product inventory.
11. Notifies management of product discrepancies, equipment malfunction or misapplication.
12. Participates in additional activities contributing to the overall goals of the company as the opportunities arise.



**Description of other duties that may be assigned:** Help in other areas in the shop, as required.

## **MINIMUM QUALIFICATIONS:**

### **Qualifications:**

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, ability, and behaviors required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

### **Math Ability:**

Ability to make basic calculations such as proportions, percentages, area, circumference, and volume.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel; ERP system, preferably Microsoft Business Central; Microsoft Internet Explorer and Microsoft Outlook.

### **Education/Experience:**

High school diploma or general education degree (GED) plus 1-2 years of fluid power, assembly and/or maintenance experience; or equivalent combination of education and experience.

### **Equipment:**

- Forklift and hand truck operation
- Use various hand tools (air tools, torque wrenches, drills, etc.)
- Crane operation
- Operate pipe cutting and threading machines.
- Use a supplied air respirator.

### **Knowledge, Skills, Abilities, and behaviors:**

- Strong mechanical aptitude and technical comprehension
- Knowledge of fluid power components and their function in a circuit
- Understanding of fluid power symbols
- Technical communication (oral and written)
- Interpersonal relationship skills (ability to work in team environment)
- High organizational skills
- Ability to understand and use fluid power schematic diagrams.
- Ability to multi-task and function in a dynamic environment
- Championing company values and positive company culture
- Cooperating with and collaborating with others
- Welcoming new ideas
- Being respectful of colleagues
- Engaging and positive approach in the workplace



- Open and honest approach to communication
- Taking responsibility for your actions and decisions.

**PHYSICAL AND MENTAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to loud noise when assisting production during tests or when in the shop environment during machine tests. The employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts; fumes or airborne particles and outdoor weather conditions.

The noise level in the work environment is usually moderate.

The necessary Personal Protective Equipment is required when performing the job duties listed above. Safety glasses with side shields and steel-toe safety shoes are required when working on the shop floor at all times.

I have read and understand the duties, responsibilities, and requirements for this position.\*

\_\_\_\_\_  
Employee Acknowledgement

\_\_\_\_\_  
Date

\*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. J.M. Grimstad retains the discretion to add duties or change the duties of this position at any time.