



# BARN LIGHT

## ELECTRIC COMPANY®

**Job Title:** Assembler  
**Department:** Assembly  
**Reports to:** Manufacturing Supervisor

**Supervisory Responsibility:** No  
**FLSA Status:** Non-Exempt  
**Physical Demands:** Level II

**Job Summary:** Responsible for the fabrication of various fixtures or products using pre-prepared components for final assembly. Assemble component parts or pieces adhering to a specified set of blueprints or instructions.

### Essential Duties and Responsibilities:

- Read and interpret assembly instructions, blueprint specifications, and parts lists; gather parts, subassemblies, tools, and materials for assembly
- Assemble parts and subassemblies to build various fixtures using common hand and power assembly tools working from drawings, samples and verbal instructions
- Exercise judgment in fitting, aligning and adjusting components as needed; examine connections for correct fit
- Work to maintain daily production as directed by management
- Responsible for recognizing malfunctions or material defects and making adjustments
- Report problems with quality, processes, equipment and/or materials to Assembly Lead
- Work in accordance with all safety procedures and policies, and wear all PPE as needed
- Assist other manufacturing departments as directed by Management when necessary
- Adhere to all company policies, procedures and Standard Code of Conduct
- Maintain regular and prompt attendance
- Perform other duties as assigned

### Required Skills

- Understand and interpret blueprints, specifications, and operating instructions
- Ability to work in a fast-paced environment with attention to detail
- Strong communication skills, verbal and written
- Use of basic hand/power tools

### Preferred Skills

- 1-2 years manufacturing or assembly experience

### Educational/Certification/License Requirements

- High School Diploma or equivalent

### Level II Physical Demands

Following are descriptions of three terms on which physical demands are expressed:

**Seldom: not at all to once per work day.**

**Occasionally: up to 1/3 of the work day.**

**Frequently: up to 2/3 of the workday.**  
**Constantly: 2/3 or more of the workday.**  
**WNL: Within Normal Limits**

- **Stand:** Alternates between OCCASIONAL and FREQUENT standing and sitting as necessary to complete task performed at variable bench levels. Periods of time can range from 15 minutes to 2 hours. The worker will alternate between sitting and standing on a FREQUENT to CONSTANT basis, alternating between the two and the worker's own discretion.
- **Walk:** OCCASIONALLY between workstations or to obtain parts and supplies.
- **Sit:** Alternates between sit and stand as necessary to complete tasks performed at bench level. Periods of time can range from 15 minutes to 2 hours. The worker will alternate between sitting and standing on a FREQUENT to CONSTANT basis, alternating between the two and the worker's own discretion. Assembler [JOB ANALYSIS]
- **Lift:** May lift smaller items weighing ounces on a FREQUENT to CONSTANT basis throughout the day (hand tools, screws, wires, etc.). May OCCASIONALLY to FREQUENTLY lift and carry up to 10 pounds for short distances. May lift and carry up to 20 pounds on an OCCASIONAL basis.
- **Carry:** May OCCASIONALLY to FREQUENTLY lift and carry up to 10 pounds for short distances. May lift and carry up to 20 pounds on an OCCASIONAL basis.
- **Push/Pull:** May OCCASIONALLY push/pull cart with supplies for short distances with up to 15 pounds of force. The worker may use less than 5 pounds of push/pull force FREQUENTLY to CONSTANTLY throughout the day while performing assembly duties (this will include pushing and pulling on pieces of the item being assembled)
- **Controls:** OCCASIONAL to FREQUENT if operating machinery. Controls include dials, switches, levers and keyboards.
- **Climb:** The worker may be required to use a flight of stairs or a step stool on a SELDOM basis.
- **Balance:** Within normal limits.
- **Bend/Stoop:** OCCASIONALLY at waist level if retrieving a dropped item. The worker may slightly bend at the neck level on an OCCASIONAL to FREQUENT basis while working on products.
- **Crouch:** Not a required physical demand of this position.
- **Twist:** May OCCASIONALLY be required at neck or waist levels to accomplish various tasks from either a seated or standing position. Can be regulated by use of proper body mechanics and positioning. In addition, the worker will FREQUENTLY twist slightly at the wrists when working with screw drivers as well and when fastening items via a twisting/turning motion.
- **Knee/Crawl:** Not a required physical demand of this position.
- **Handle/Grasp:** FREQUENTLY to CONSTANTLY handle/grasp items being assembled, small hand tools or power tools, and machinery to accomplish pre-assembly, assembly, or finishing tasks.
- **Fine Manipulation/Fingering:** The worker will FREQUENTLY to CONSTANTLY use fine finger manipulation to accomplish pre-assembly, assembly, or finishing tasks. Feeling: FREQUENT feeling to determine accurate assembly.
- **Reach: Floor to Waist Level:** SELDOM to OCCASIONAL to retrieve items located below waist level. Waist to Shoulder Level: FREQUENT with minimal extension to retrieve parts and obtain tools/supplies from workstation. Shoulder Level to Overhead: SELDOM to OCCASIONAL, may be performed with either hand.
- **Vision:** Normal to corrected vision is required.
- **Talk/Hear:** The worker should have the ability to communicate effectively with co-workers.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

***Barn Light Electric is an equal employment opportunity employer.***

**Acknowledgement**

I have received, reviewed, and fully understand the above job description. I attest that I am capable of fulfilling the satisfactory execution of the essential duties and physical demands described herein, under any and all conditions as described.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_