Canfield Industries, Inc.

JOB DESCRIPTION

Job Title: Production Assembler
Department: Spartan Production
Reports To: Production Manager
FLSA Status: Non-Exempt
Prepared By: Michael Koenig
Prepared Date: 09/11/03
Approved By:
Approved Date:

ESSENTIAL DUTIES AND RESPONSIBILITIES
QUALITY IS MOST IMPORTANT !!!
Reading and understanding B.O.M.'s
Reading drawings
Operating Arbor Presses
Operation of Assembly Fixtures
Ability to use numerous hand tools
Counting/Inventory duties
Using power screwdrivers
Working with low pressure and some high pressure air tanks
Using power supplies
Some luing responsibilities
Labeling
Using Bagger/Sealer
Logging of orders
Some computer skills

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

Education and/or Experience
High school diploma or general education degree (GED).

LANGUAGE SKILLS
Ability to clearly and precisely understand and communicate all matters which concern a specified department. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL 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 sit. The employee frequently is required to stand. The employee is occasionally required to walk and use hand to eye coordination.The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and 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 occasionally exposed to humid conditions, vented fumes and slight risk of electrical shock. The noise level in the work environment is usually quiet.