	<h1>Job Description</h1>	Created By: TAR	Date: 2/15/17
		Approved By: RR	Date: 12/17/18
Document #: <h2>PRD-JD-010</h2>	<h2>Mechanical Assembler</h2>	Revision #: 1	Date: 12/17/18

Job Title:	Mechanical Assembler
Department :	<input type="checkbox"/> MVSG <input type="checkbox"/> RSE <input type="checkbox"/> PEDS <input type="checkbox"/> RYCO <input type="checkbox"/> PUP <input type="checkbox"/> Traffic
Reports To:	Production Supervisor

Job Purpose


Work under the general guidance of the Production Supervisor in the disassembling and assembling of power distribution equipment.

Duties and Responsibilities

- Assemble metal-clad equipment and other power distribution equipment, installing components, units and subassemblies to job specifications.
- Read and interpret mechanical drawings, diagrams, blueprints, specifications, work orders, and reports in order to determine material requirements and assembly instructions.
- Adjust, repair or replace electrical components/parts to correct defects and to ensure conformance of specifications.
- Set up and maintain a clean working environment at all times.
- Understand and follow all safety policies and procedures.
- Install components by reading and interpreting material lists and panel layouts.
- Disassemble finished product (split), prepare for shipping and assist in the shipping process.
- Maintain clean and safe work area.
- All duties assigned by your immediate supervisor and/or management.
- Responsible for understanding and executing Company goals and objectives while actively contributing to the cohesiveness of the team.

Qualifications

- Education
 - High school diploma or equivalent from an accredited institution.
- Experience
 - 1-2 years assembly experience preferred.
- Skills
 - Able to perform simple addition, subtraction, multiplication, and division calculations using whole numbers and fractions.
 - Able to read a measuring tape to a 1/16" measurement.
 - Able to read and interpret documents such as assembly drawings/instructions.

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- Able to write simple correspondence and complete routine reports.
- Able to use/operate; hand held power tools, overhead crane, forklift & pallet jack as required.
- **Abilities**
 - Able to apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form.
 - Able to deal with problems involving several concrete variables in standardized situations.
 - Written and spoken English
- **Professional Certification(s)**
 - Able to attain Myers Power Products, Inc. forklift and overhead crane certification within (2) weeks of employment as required.

Working Conditions


Manufacturing area with dust, noise, moving machinery, heat, cold and humidity (not temperature controlled).

Physical Requirements

Production position. Spends the majority of the work shift walking, bending and stooping. Generally requires clear vision at 20 inches or less for reading. Reaching above shoulder height, below the waist or lifting as required to carry supplies, tools and equipment throughout the workday. Proper lifting techniques required. May include lifting, carrying, pushing, pulling up to 50 lbs. with no assistance.

Direct Reports

None

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Acknowledgement of Receipt and Review

It is Myers policy to first promote from within the company, provided there are qualified candidates available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the position.

Due to the needs of the business, you may be required to perform job duties not within your written job description. Myers may transfer your employment from one position to another, and/or from one department to another, with or without notice, as required by business necessity or upon request by an employee as approved in writing by management

By signing below, I acknowledge that I have received a copy of my job description and understand that it is my responsibility to read this job description in its entirety.

Employee Name (please print):

Employee Number:

Employee Signature:

Date:
