



JOB DESCRIPTION

Job Title: Assembler & Finisher
Department Name: Production
FLSA Status: Non-Exempt
Hourly Grade: 1
Reports to: Production Supervisor

Control/Job Code #: 64-021
Department #: 64
Work Shift: Any
Travel Percentage: None

POSITION SUMMARY

As an employee of Sioux Manufacturing, you are expected to present yourself in a professional manner to coworkers, other departments, customers, and vendors. You must display respect and understanding of all Sioux Manufacturing values, policies, and procedures, remembering that every Sioux Manufacturing employee contributes to the culture. Every employee must strive to provide a positive team environment where everyone contributes and succeeds.

Position will follow all required processes and procedures, while completing necessary activities to assemble and finish product, perform final touch-up, ID marking operations and follow steps to produce top quality product per Sioux Manufacturing quality standards and documented client provided requirements.

PRIMARY RESPONSIBILITIES

- Correctly follow the applicable work instructions/processes, such as work order, traveler, MPS, engineer directive and other documented work instructions.
- Report on assigned work orders.
- Trim and sand all sharp edges from parts.
- When required, repair parts using epoxy and/or bond.
- Mix epoxy as needed (see detailed work instructions for mix requirements).
- Touch up areas as needed with paint.
- Use tools (sanders, air hose, hand tools, punch press, tape measure, etc.) to process product.
- Apply required markings per documented instructions in appropriate locations.
- While following all safety procedures and processes, properly maintain production equipment.
- Continually keep work areas clean, free of safety hazards, and assist others in the process as needed.
- Monitor and review information from materials, or the work area, and communicate with proper personnel when a problem is assessed or detected.
- Inspect equipment, structures, materials to identify correct operation and/or cause of errors, other problems, or defects and document.
- Per standard operating procedures submit completed parts to Quality Assurance for inspection and approval.
- Develop specific goals and plans to prioritize, organize, and accomplish your work.
- Correctly evaluate quality of materials and/or products and record operational and/or production data as required per standard operating procedures.
- While following all safety procedures and processes, properly maintain production equipment.

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- Continually keep work areas clean, free of safety hazards, assist others in the process as needed.
- Job requires attention to detail and thoroughness in completing work tasks.
- Job requires being pleasant with others on the job, displaying a cooperative attitude.
- Job requires positive teamwork by taking personal responsibility and maintaining composure, keeping emotions in check, and avoiding aggressive behavior, even if in a difficult situation.
- Job requires being reliable, responsible, dependable, and fulfilling obligations.
- Job requires a willingness to take on responsibilities and challenges.
- Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Job requires accepting criticism and dealing with it calmly and effectively.
- Job requires persistence in the face of obstacles, to accomplish needed tasks and/or duties.
- Job requires being open to change (positive or negative) and to variety in the workplace.
- Job requires a willingness to lead, take charge, and offer opinions and direction.
- Job requires being honest and ethical.
- Job requires analyzing information and using logic to address work-related issues and problems.
- Job requires being understanding of others' needs and feelings and helpful on the job.

ADDITIONAL RESPONSIBILITIES

- Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and do not interrupt at inappropriate times.
- Monitor your performance, other individuals, and/or organizations to make improvements or take corrective action. Adjust your actions in relation to others' actions as needed.
- Watch gauges, dials, or other indicators to make sure a machine is working properly.
- Understanding written sentences and paragraphs in work-related documents.
- Be aware of others' reactions and understand why they react as they do.
- Manage your own time and be aware of the time of others.
- Assist with other departmental operations and/or projects as assigned and/or requested.
- Other duties and other areas as assigned by your production supervisor when needed by the company.

KNOWLEDGE, SKILLS, AND ABILITIES

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.

POSITION REQUIREMENTS

Knowledge:

- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of machines and tools, including who to communicate with regarding their designs, uses, repair, and maintenance.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective operations for the safety of people, property, and Sioux Manufacturing.
- Knowledge of arithmetic, algebra, geometry, and their applications.
- Knowledge to identify underlying principles, reasons, or facts of information by breaking down information or data into separate parts to improve your skills and/or department processes.
- Knowledge to develop constructive and working relationships with others to cooperatively work together and achieve quality products timely and support positive interactions over time.

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Skills:

- Be aware of others' reactions and understand why they react as they do.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Be able to effectively communicate information to co-workers, department supervisors, department management, and ensure accurate transition of that information.

Abilities:

- Ability to safely use tools (sanders, air hose, hand tools, punch press, tape measure, etc.) to accomplish your work.
- Ability to read tape measure.
- Ability to manage your own time and be aware of the time of others.
- Ability to use hands and arms in handling, installing, positioning, and moving materials, and manipulating objects as required by all standard operating procedures and/or other documented instructions.
- Ability to control mechanisms or direct physical activity to operate machines or processes.
- Ability to identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in products and/or processes.
- Ability to identify the needs of others and coach, mentor, or otherwise help coworkers to improve their knowledge, skills, and abilities.
- Ability to use relevant information and individual judgment to determine whether current processes comply with standard operating procedures, quality standards and/or documented client provided requirements.
- Ability to compile, categorize, calculate, tabulate, audit, and/or verify information and data.

Technology: (software that the position may use)

- Desktop/Office suite software, HR/timekeeping software, machine specific software, and/or work-related phone apps.

COMPUTER SKILLS

- Basic computer knowledge required.

EDUCATION and/or EXPERIENCE

Required: High school diploma or GED required.

Preferred: 3-6 months' experience in a manufacturing environment preferred.

A combination of education and/or significant, relevant experience that gives related, current knowledge, skills, and abilities to successfully navigate the position may be substituted for required education.

INTERNAL TRAINING REQUIRED

- Applicable Manufacturing Process Specification (MPS).
- All Manufacturing Standard Procedures (MFG-XXX).
- All applicable Job Aids (JA-XXX).
- All applicable SDS (Safety Data Sheets).
- Standard Procedure AAA-017 SMC Code of Business Ethics and Conduct.
- Standard Procedure AAA-018 SMC Employee Handbook.
- Standard Procedure SAF-018 Safety and Health Manual.
- Safety Training as required.

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SAFETY CONSIDERATIONS:

- Safety glasses and steel toed shoes are always required on the production floor.
- Loose, baggy, dangling clothing, jewelry and/or accessories are prohibited.
- Correctly wear all personal protective clothing and gloves as required by the position and duties.
- Correctly use impermeable gloves and safety goggles when mixing chemicals.
- Correctly use cut resistant gloves when trimming edges with razor blades.
- May use gloves, long sleeves, lab coats and/or leg protection when handling material as needed but must be worn correctly if used. Gloves MAY NOT be used around rotating machinery.
- Must correctly wear approved respiratory protection and/or any other protective apparatus as required by the position and duties.
- Correctly adhere to all safety rules and policies.
- Must correctly adhere to "Right to Know" and "Right to Understand" instructions in associated (SDS) Safety Data Sheets and/or (GHS) Globally Harmonized System. If there are ever any questions about any of the above information, immediately consult with your department supervisor and/or Sioux Manufacturing management.

PHYSICAL REQUIREMENTS

Perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.

Physical Abilities				Push/Pull		Lift/Carry	
Activity	Code	Activity	Code	Activity	Code	Activity	Code
Stand	F	Reach Up	O	Up to 12 lbs.	F	Up to 10 lbs.	F
Walk	F	Climb	O	13 -- 25 lbs.	F	11 -- 20 lbs.	F
Sit	O	Crawl	O	26 -- 40 lbs.	F	21 -- 50 lbs.	F
Handling/ Fingering	F	Squat/Kneel	O	41--100 lbs.	Team/ Mechanical	50--100 lbs.	Team/ Mechanical
Reach Outward	F	Bend	O	Over 100 lbs.	Mechanical	Over 100 lbs.	Mechanical

N= Not Applicable - Activity is not applicable to this occupation

O = Occasionally - Occupation requires this activity up to 33% of the time (0-2.5+ hours/day)

F = Frequently - Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hours/day)

C = Constantly - Occupation requires this activity more than 66% of the time (5.5+ hours/day)

Team = Multiple employees working together to manipulate any items over 50 pounds

Mechanical = employee is always to use mechanical methods to manipulate any items over 100 pounds

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 essential functions of this position, employees may be exposed to the following conditions:

- See details at close range (within a few feet of the observer).

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- Work is in adverse weather conditions, exposure to hot, cold, wet, humid, or windy conditions.
- Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble objects.
- Keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.