Job Title: Machine Assembler I
Department: Manufacturing
Reports to: Mechanical Assembly Supervisor
☒ Full-time
☐ Part-time
☐ Exempt
☒ Nonexempt

Rate: $25-$27

Job Summary:
This position is responsible for mechanically building, inspecting, and testing sub-assemblies and assemblies using standard procedures and QC forms. The machine Assembler | will work with senior and lead production associates to guarantee on-time completion of production schedules and machine deliveries.

Essential Duties and Responsibilities:
• Use various fixtures, gauges and assembly tools to build, inspect, adjust and test machine sub-assemblies and assemblies.
• Follow assembly work instructions and maintain machine QC forms.
• Perform minor modifications to machine parts and assemblies as needed, interfacing with senior and lead production associates and project engineering for technical and design control reviews prior to approval and implementation of changes.
• Report irregularities to senior and lead production associates with regards to incomplete WOs, defective components, faulty designs and safety hazards.
• Sporadically assist senior machine assemblers with the disassemble of machines and/or subassemblies that are ready for packing and shipping.
• Submit timesheet with accurate documentation of work completed.
• Actively collaborate with production management to identify and develop continuous improvement opportunities for eliminating waste.
• Participate in Kaizen events targeting 5S and continuous improvement activities.
• Maintain housekeeping and organization of workplace.
• Follow all workplace safety standards.
• Follow company policies and procedures.

Other Duties and Responsibilities:
• Sporadically work under-supervision in various areas of production in response to production demands.
• Perform all other related duties and responsibilities as assigned.

Candidate Qualifications:
• High school diploma of GED required.
• Must have a valid Illinois driver’s license.
• Fluency with Windows Office products (e.g. Word, Excel, Outlook, PowerPoint, etc.).
• 0-5+ years of experience building and troubleshooting packaging equipment in a low volume, high variety industry.
• 0-5+ years of experience with power and hand tools (e.g. variety of wrenches, pliers, screw drivers, saws, etc.), fabrication machinery (e.g. drill press, lathe, grinder, etc.), and pneumatic tools.
• 0-5+ years of experience in a manufacturing or general labor industry.
• Previous experience as temporary contractor working in machine assembly at Serac Inc. facility.
• 0-5+ years of experience operating material handling equipment including forklifts, overhead cranes, gantry cranes, etc.

Knowledge and Skills:
• Ability to read and understand assembly drawings, standard operating procedures and Bills of Materials.
• Basic understanding of pneumatic and hydraulic schematics.
• Excellent verbal and written communication skills.
• Perform shop mathematics.
• Follow verbal and written work instructions and blueprints.
• Manage multiple projects with flexibility of adapting to changing priorities.

• Ability to work with minimal supervision.
• Must be a team player.
• Flexibility to work overtime as required (e.g. evenings, weekends).
• Must be customer service oriented.

Working Conditions:
Work is performed largely in an office or climate-controlled warehouse environment. Some hours will be spent at various remote locations. Hours of work are generally during regular business. There will be some variation in work hours due to employee shift schedules, special projects, deadlines, customer needs and various other business concerns. Out of town and overnight travel, both local and international, is required for business and education, by air and/or auto. Must be able to lift and carry up to 50 pounds, as well as, the ability to bend, kneel, walk or sit for extended periods of time. The ability to reach above head, reach below knees, climb, and work at elevation is also required. Depending on scope of work, the exposure to material handling equipment, dust, moderate noise, and the use of personal protective equipment will occur.