



## Job Description

Rev A

Approval Date: 04/29/2015

Job Title: Assembler

SOC: 51-2099

Description: Assemblers work as part of a team having responsibility for assembling basic subassemblies. This is an entry level position, where assemblers are expected to learn basic assembly and manufacturing skills

Classification: Non-Exempt

Status: Full-Time hourly

Supervisor: Production Lead/Production Supervisor

Worksite Address: XLT Ovens  
7761 West Kellogg Drive  
Wichita, Kansas 67209

Work Schedule: Production Schedule per Employment Manual

Holidays Observed: Per Employment Manual

Pay: Per Wage Scale

Benefits: Per Employment Manual

Travel: This position requires no overnight travel

### Primary Responsibilities:

1. Abide by the Quality Management System.
2. Understand that Customer satisfaction is our first priority, and the importance of compliance to statutory and regulatory requirements.
3. Protect the Company's assets, reputation, goodwill, and stature in the marketplace at all costs.





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**Essential Functions:** This position will perform the below listed duties consistently, accurately, timely, safely, and at the lowest feasible cost:

1. Performs assembly operations
2. Performs hand-held riveting operations
3. Maintains shop equipment and tools
4. Performs quality control operations – follows SOP
5. Observes safety rules
6. Performs housekeeping of assembly area(s) – 5S
7. Perform and all other duties as assigned by the President

**Computer Skills:** Basic Computer, E-Mail, and Web skills are required. Most of the documentation and training is done through use of the computer.

**Licenses Required:** None

**Travel Documents:** None

**Experience Required:** Prior manufacturing or equivalent experience is required.

**Training Required:** Per Training Matrix

**Education Required:** A High School diploma or GED is preferable, but not required.

**Physical Requirements:**

1. Must be able to stand, walk, and use hands for up to 10 hours per day.
2. Must be able to climb, balance, stoop, kneel, crouch, sit, or crawl for 3 hours per day.
3. Must be able to lift 50 pounds.
4. Must have good close vision, distant vision, color vision, peripheral vision, depth percepti  
the ability to adjust focus.

**Mental Requirements:**

1. Must be able to count, add, subtract, multiply and divide.
2. Must be able to read, speak, and write English.
3. While talking to others, convey information effectively.
4. Must be able to judge distances, shapes, and fits.





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### Skills Required:

1. Excellent listening skills – give full attention to what other people are saying
2. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions
3. Leadership and motivational skills
4. Interpersonal skills
5. Good written and verbal communication skills
6. Decision-making and analytical skills
7. Ability to work under pressure individually and as part of a team
8. Able to plan and prioritize his/her own work
9. Must have attention to detail
10. Must have mechanical aptitude
11. Must be able to use common power and hand tools
12. Must be knowledgeable in Engineering Drawings
13. Must know threaded fasteners

Work Environment: Exposure to mechanical moving parts, explosives and combustibles, electrical shock, vibration, and fumes or airborne particles, loud noises, and ultraviolet light.

*The above statements are intended to describe the essential responsibilities of persons assigned to this role. They are not intended as an exhaustive list of all duties, responsibilities, and requirements.*

XLT commits to sharing a portion of the annual profits with all eligible Team Members, and promises to never institute a lay off.

I \_\_\_\_\_ commit to, and am responsible for, the satisfactory execution of the  
(Team Member Name)  
 primary responsibilities and essential functions described above.

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

