



# *NPI Solutions, Inc.*

## **New Product Integration**

### **JOB DESCRIPTION**

**JOB TITLE: Mechanical Assembler**

**REPORTS TO: Mechanical/Prototype Supervisor**

#### **SUMMARY**

Performs a wide variety of electro-mechanical assembly operations on assemblies or sub-assemblies. Determines and or follows methods and sequence of operations in performing assembly tasks.

**KEY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as necessary.

- Assembly procedures requiring adjusting, trimming and fitting parts to moderately close tolerances.
- Verifies starting materials are adequate prior to beginning work to ensure a quality product.
- Works from sketches or other input documents of similar complexity.
- May make minor procedure decisions in fitting and adjusting parts, etc. but always within established guidelines.
- Responsible for quality control of the assembled parts.
- Proficient in assembling at least two models of machines.
- May recommend changes to engineering department.
- Learns final alignments and running of machines prior to shipping.
- Assists in training new assembly employees.
- Responsible for quality of the finished product or services outlined above.
- Works under general supervision.

#### **QUALIFICATIONS**

- High School Diploma or GED
- 1-2 years mechanical assembly experience required
- Knowledge of reading and interpreting engineering blueprints.
- Basic reading skills. Must be able to follow directions
- Basic computer navigation and utilization skills
- High attention to detail and self-motivation skills