



LANDMARK STAFFING

Pay: \$18.00 - \$23.00 per hour

Job description:

Position: Production Assembler

THIS JOB REQUIRES A LOT OF OUT OF STATE TRAVEL

Classification: Full time, Hourly, Benefits Eligible

Summary: Assembles metal, non-metal and electrical parts necessary to build various water evaporation equipment, partially or completely, working at bench or on shop floor. Test, install and maintain evaporation equipment as well as all ancillary equipment. Some travel required, possibly with short notice. Welding experience TIG, MIG, Stick on stainless and aluminum a plus but not required. Must have a clean motor vehicle record.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Positions parts according to knowledge of unit being assembled or following blueprints. Fastens parts together with bolts, screws, speed clips, or other fasteners. Prepare product for shipment including international shipments. Operates forklift, crane, drill presses, welder, riveting machines and hand tools to assist in assembly operation.

Pickup/Deliver parts at local vendors. Collaborate with Engineering to ensure quality control and assist with R&D.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Service - Responds to requests for service and assistance; Meets commitments.
- Interpersonal - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. Inspires respect and trust.



LANDMARK STAFFING

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions. Knowledge of Spanish speaking a plus.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Ethics - Treats people with respect. Keeps commitments. Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Seeks increased responsibilities; Takes independent actions and asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.
- Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.



LANDMARK STAFFING

- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret simple as-built drawings.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an



LANDMARK STAFFING

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 duties of this job, the employee is frequently exposed to work near moving mechanical parts.
- Outdoor weather conditions.
- Risk of electrical shock.
- Risk of vibration.
- The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must frequently lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.
- While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear.
- The employee is occasionally required to sit and climb or balance.