



## FELLING TRAILERS, INC.

### POSITION DESCRIPTION

**Job Title:** Assembler

**Pay Level:**

**Exemption Status:** Non-Exempt

**Department:** Final Assembly

**Authorization:** \_\_\_\_\_

**Date:** October 15, 2014

### JOB SPECIFICATIONS

#### FACTOR

#### LEVEL

Education:

High School

Related Experience:

None

Supervision Given:

None

Supervision Received:

Final Assembly Supervisor

### Job Summary:

The Assembler is responsible for the final assembly of trailers to meet quality standards and production deadlines.

### Essential Specific Job Duties:

1. Reads and interprets blueprints, shop drawings, checklists and job packet information in order to assemble trailers and/or components correctly.
2. Assembles parts/units to customer specifications and tolerances.
3. Installs decking and all bolt on accessories on trailers (cuts decking as needed).
4. Installs basic electrical components on trailers.
5. Reviews trailer checklist to assure all tasks are completed before moving trailer onto final inspection.
6. Adheres to quality standards at all times.
7. Adheres to safety standards at all times.

**Essential Universal Job Duties:**

8. Improves self in any way possible to enhance job performance.
9. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
10. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
11. Functions as a team member by assisting, supporting and encouraging other employees in any way possible

**Non-Essential Job Duties:**

12. Performs related work as required, willingly and eagerly.

**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.

Descriptive factors are defined and abbreviated as follows:

- N/A – Not applicable
- O – Performed occasionally 20 –50%
- EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.
- S – Seldom performed 1-20%
- R – Performed regularly 50 – 100%

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing				X	X	Extreme Heat 80 > degrees		X			X
Sitting		X			X	Temperature Changes		X			X
Lifting 0 – 30 lbs.			X		X	Noise > 80 decibels				X	X
Lifting 30 – 50 lbs.			X		X	Vibration				X	X
Lifting 50+ lbs.		X			X	Heights		X			X
Carrying 0-30 lbs.			X		X	Work Outdoors	X				
Carrying 30-50 lbs.			X		X	Work with People				X	X
Carrying 50+ lbs.		X			X	Work around People				X	X
Pushing			X		X	Work alone		X			X
Pulling			X		X	<b>Substance Exposure</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Grips/Grasps			X		X	Acids, Corrosives	X				
Finger Movement			X		X	Epoxies	X				
Reaching/Stretching			X		X	Dust				X	X
Walking				X	X	Fumes		X			X
Climbing				X	X	Mists		X			X
Running	X					Gases		X			X
Jumping	X					Chemicals		X			X
Rapid Work Speed		X			X	Body Fluids	X				
Bending			X		X	<b>Equipment</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Speaking Clearly			X		X	Motor Vehicles	X				
Hearing Conversation			X		X	Hand Tools				X	X
Hearing High Acuity	X					Machinery				X	X
Seeing – Near				X	X	Machine Tools				X	X
Seeing - Far			X		X	Lifts			X		X
Depth Perception				X	X	AV Equipment	X				
Color Perception			X		X	Personal Computer		X			X
Typing/keyboarding		X			X	Office Machines	X				
Writing	X					<b>Protective Clothing</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Filing	X					Facial Covering			X		X
						Latex/Vinyl Gloves			X		X
						Safety Glasses				X	X