



FELLING TRAILERS, INC.

POSITION DESCRIPTION

Job Title: Lead Assembler

Pay Level:

Exemption Status: Non-Exempt

Department: Assembly

Authorization: _____

Date: September 24, 2014

JOB SPECIFICATIONS

FACTOR

Education:
Related Experience:
Supervision Given:
Supervision Received:

LEVEL

High School
2 years
7 FTE(s) Functional
Final Assembly Supervisor

Job Summary:

The Lead Assembler is responsible for coordinating the final assembly of trailers that meet Felling Trailers quality standards and production schedule on his/her assigned shift.

Essential Specific Job Duties:

1. Assigns Assemblers to work stations.
2. Coordinates training of Assemblers and monitors their work.
3. Provides input to the Final Assembly Supervisor in regards to performance and discipline issues of Assemblers.
4. Communicates with others shifts on the status of work in progress.
5. Performs successfully all responsibilities of the Assembler position.
6. Oversees the day to day activities of his/her assigned area.
7. Interprets specifications, blueprints, and job orders and assigns team members to jobs.

Essential Job Specific Duties (Continued):

8. Inspects and measures parts and products to verify conformance to specifications and ensures that the assigned area is meeting quality and production expectations.
9. Obtains parts and assemblies to assure continued production.
10. Moves trailers as needed.
11. Moves Assemblers to different jobs to assure maximum use of manpower.
12. Reports to the Final Assembly Supervisor any matters that may require immediate attention.
13. Keeps Final Assembly Supervisor informed of any potential quality or technical problems.
14. Recommends and assists in implementing measures to improve safety, production methods, equipment performance, and quality of product.
15. Suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.
16. Ensures that all employees work in a safe manner and that they are following safety policies and procedures and good housekeeping practices.
17. Provides up-to-date safety training to all Assemblers.
18. Adheres to quality standards at all times.
19. Adheres to safety standards at all times.

Essential Universal Job Duties:

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

Non-Essential Job Duties:

24. 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.

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				
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	Substance Exposure	N/A	S	O	R	EF
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				
Running	X					Gases			X		X
Jumping	X					Chemicals	X				
Rapid Work Speed			X		X	Body Fluids	X				
Bending		X			X	Equipment	N/A	S	O	R	EF
Speaking Clearly				X	X	Motor Vehicles	X				
Hearing Conversation				X	X	Hand Tools				X	X
Hearing High Acuity	X					Machinery	X				
Seeing – Near				X	X	Machine Tools	X				
Seeing - Far			X		X	Lifts			X		X
Depth Perception				X	X	AV Equipment	X				
Color Perception	X					Personal Computer		X			X
Typing/keyboarding		X			X	Office Machines	X				
Writing		X			X	Protective Clothing	N/A	S	O	R	EF
Filing	X					Facial Covering			X		X
						Latex/Vinyl Gloves			X		X
						Safety Glasses				X	X