

Position Title: Assembly Tech
Reports To: Logistics Manager

The following job description is not an inclusive list and contributions should not be limited by the assigned responsibilities. As this position description is designed to outline primary duties, qualifications and job scope, but not limit neither the individual nor the organization to just the work identified. It is Arnprior Aerospace's expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Position Summary:

Under limited to minimal supervision, performs a variety of tasks of limited complexity in support of assembly or production processes or production testing operations. May have limited material handling functions, such as to support TPS manufacturing programs. May be assigned in support of developmental, prototype or pre-production activities.

Essential Functions:

1. Performs a variety of assembly duties of limited complexity as assigned using standard procedures, tools, materials, machines and equipment.
2. Works from process instructions, blueprints, or verbalized instructions.
3. Checks height, depth and thickness using micrometers, dial indicators, calipers, gauges and other precision-measuring instruments.
4. Utilizing hand and power tools, builds sub-assemblies, mounts components and parts to assemblies.
5. Rotates through all stations of assembly within team.
6. Implements the Quality Policy and Procedures in all aspects of daily duties and responsibilities.
7. May rotate into other positions within the team or to another team as required to meet production requirements.
8. May participate in defining strategies to meet quality objectives and in system reviews within the team.
9. May participate in Arnprior's selection process as necessary.
10. Problem-solves individually or as part of a group as job duties require. May lead such problem-solving activities.
11. Responsible for prompt and regular attendance as scheduled.
12. May be required to work overtime.

The characteristics described here are representative of those an 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. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties that may be required for this position. Additional duties are performed by the individuals currently holding this or similar positions and additional duties may be assigned.

EQUAL OPPORTUNITY EMPLOYER