

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Name:	Date: January, 2011
Job Title: Electro-Mechanical Assembler	Department: Manufacturing
Reports To (Position): Plant Superintendent	Supervises (Positions): None
Status: Non-Exempt	Pay Grade: C
Completed By (Name): HR Manager	

Part II – Position Objective

To provide well rounded skilled trades work in an OEM environment. The ideal candidate will possess experience in both electrical and mechanical duties, but a strong candidate in one discipline would be considered. A critical element of the position is to travel up to 25% of the time.

Part III – Job Responsibilities

Primary Duties:

1. Read & interpret assembly blueprints & perform intermediate-level assembly and fabrication functions as related to the manufacture of custom equipment.
2. Perform accurate layout & detail work to include the set up & operation of set up fabrication equipment, including shears, press brakes, drill presses, etc., (in addition to using own personal hand tools).
3. Perform various welding activities
4. Assemble & install mechanical and/or electrical components, structures, systems, etc...
5. Perform industrial painting functions, such as preparing/covering surfaces, wearing appropriate personal protective equipment, mixing paint, using paint guns, etc...
6. Perform basic pipefitting activities, such as selecting appropriate materials, cutting/bending/threading/connecting pipes.
7. Perform refractory detail & installation activities.
8. Perform inspection & quality checks to ensure compliance with customer specifications.
9. Assist with material handling activities if necessary.
10. Perform all job functions while complying with all safety requirements.

11. Perform other duties as assigned by Manager.

IV – Knowledge, Skills, Education

Knowledge, Skills, Education

1. Ideal candidate will have a skilled trades background as an electro-mechanical assembler, welder, and/or millwright
2. Must be able to read & interpret blueprints.
3. Must possess basic mechanical knowledge of machines & tools, including their designs, uses, and basic repair & maintenance.
4. Must have demonstrated ability to accurately use instruments of measurement.
5. Knowledge of tools & techniques to erect & build complex metal assemblies & sub-assemblies required.
6. Must be willing to work overtime as necessary.
7. Must be willing to travel, both international & domestic for extended periods of time if necessary.

V – Working Conditions

1. Fabrication shop environment.
2. Lifting and carrying up to 50 lbs.
3. Operating fork trucks, manual pallet jacks, hand trucks and dollies.

VI – 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 regularly lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to talk. The employee is frequently required to stand, walk, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and hear. The employee is occasionally required to sit.