

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

Job Title: Mechanical Assembler	Department: Manufacturing
Reports To (Position): Manufacturing Manager	Supervises (Positions): None
Status: Non-Exempt	Pay Grade: D-A
Completed By (Name): John Schenk	Last revision date: April 2025

Part II – Position Summary

The Mechanical Assembler is responsible for the fabrication, assembly, and integration of engineer-to-order high-temperature industrial furnace systems. While welding, fabrication, mechanical assembly, installation, and testing are the primary, this position requires flexibility to contribute to process piping, electrical assembly, system integration, shipping preparation, and field installation. The position is part of a cross-functional manufacturing team. A critical element of this role is the ability to travel up to 25% of the time to customer sites for equipment installation and support.

Part III – Job Responsibilities

1. Read and interpret fabrication and assembly drawings, models, and mechanical work instructions.
2. Fabricate and weld structural weldments and piping systems in accordance with AWS and ASME B31.3 standards.
3. Perform mechanical and electrical assembly and alignment of subassemblies and systems.
4. Operation of fabrication equipment and using personal hand tools).
5. Perform pipefitting activities, such as selecting appropriate materials and cutting/bending/threading/connecting pipes.
6. Install, modify, and support refractory insulation and thermal linings throughout the full equipment lifecycle—including during system build, disassembly, and on-site installation.
7. Participate in teardown, disassembly, packaging, crating, labeling, and shipment preparation of equipment.
8. Operate material handling equipment, including forklifts and overhead cranes.
9. Safely move, stage, and rig heavy equipment and subassemblies.
10. Perform refractory detail & installation activities.
11. Perform inspection & quality checks to ensure compliance with specifications.
12. Collaborate with purchasing, engineering, project management, and manufacturing to ensure product quality and on-time completion.
13. Follow all safety and quality procedures; contribute to process improvements.
14. Perform other duties as assigned by management.

IV – Knowledge, Skills, Education

1. High school diploma or equivalent.
2. Ideal candidate will have a skilled trades background as an electro-mechanical assembler, welder, and/or millwright
3. Minimum 3 years of experience in welding, mechanical assembly, or fabrication.
4. Certified or certifiable in AWS welding and ASME B31.3 process piping standards.
5. Skilled in layout, detail work, and use of fabrication equipment.
6. Ability to read mechanical drawings, models, and technical documentation.
7. Proficient in rigging, lifting, and use of cranes and forklifts.
8. Strong work ethic and ability to work collaboratively in a cross-functional team.
9. Must be willing to work overtime as necessary.
10. Must be willing to travel, both internationally and domestically, for extended periods of time if necessary.

V – Working Conditions

1. Work is performed in a manufacturing and assembly environment.
2. Requires standing, walking, bending, crawling, and lifting to 50 lbs.
3. Involves operating or working around manual pallet jacks, hand trucks, dollies, forklifts, overhead cranes, and heavy industrial equipment.
4. Use of personal protective equipment (PPE) is required, including safety glasses, steel-toe boots, gloves, and hearing protection.
5. Exposure to industrial noise, heat, and materials is typical in the work environment.
6. Occasional travel to customer sites may be required (up to 25%).

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.

VII - Compensation

\$21.92-\$32.10 per hour based on education and experience

Harper International Corporation is an equal opportunity employer and does not discriminate on the basis of any legally protected status or characteristic. Protected veterans and individuals with disabilities are encouraged to apply.