

## Job Description

**Job Title:** Fabrication and Assembly

**Reports To:** Production Lead

**FLSA Status:** Non-exempt

**Department:** 545

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### Summary:

Responsible for the production of the company's products within prescribed specifications and efficient machine operation by performing the following duties.

### Job Duties and Responsibilities:

1. Assist in catching and organizing banners.
2. Clean and touch up banners
3. Assist Screen Print Operator
4. Attach magnets according to product specifications.
5. Prepare, assemble, and package product.
6. Operate shrink-wrap machine to package products according to production and shipping schedules.
7. Operate roller-coater, table saw, drill press, and other equipment in accordance with safety guidelines.
8. Apply the correct product identity label to the product.
9. Detect and report machine malfunctions promptly to management.
10. Ensure material waste is kept to a minimum.
11. Document production activities each day as assigned.
12. Notifies management of product discrepancies, and/or equipment malfunctions.
13. Maintains work areas in a clean, orderly and safe manner to include returning tools to designated areas.
14. Adheres to established policies and procedures paying special attention to safety regulations.
15. Performs other related duties as assigned.

**Skills:**

Oral Communication Skills  
Written Communication Skills  
Reading Comprehension  
Technical Communication  
Organization

Time Management  
Physical & Manual Dexterity  
Mechanical Aptitude

**Physical Requirements:**

The General Warehouse Worker in the Fabrication and Assembly department may exert over 50 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Will work in an environment with moving mechanical parts and occasional loud noises. The ability to bend, stretch, twist, or reach with your body, arms, and/or legs. Must be able to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects. Requires the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects. Requires the ability to inspect details and detect deficiencies. This position must be able to stand for 8 hours a day and will frequently move about the workspace. Must be able to communicate with others. Reasonable accommodations can be made if necessary.

**Education/ Experience:**

High School Diploma or Equivalent. Prior work related experience helpful.

**Acknowledgement for Receipt of Job Description:**

I acknowledge that Ms. Carita SafeTruck is an At-Will Employer. I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties. I understand that this job description in no way states or implies that these are the only duties to be performed and that I will be required to follow any other instructions and to perform any other duties requested by my supervisor.

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Employee Name (Print)

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Employee Signature

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Date

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Supervisor's Signature

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Date