



IROCK Crushers LLC
Job Description

Job Title: ASSEMBLER
Department: OPERATIONS
Reports To: ASSEMBLY SUPERINTENDENT

SUMMARY

This position is responsible for safely performing a variety of tasks to correctly assemble, fit, install and join components in the production process of assembling crushing & screening equipment. All tasks and responsibilities to be performed per drawings/specifications and in accordance with the production schedule, under the direct supervision of Operations Management. The position requires working knowledge of forklifts, hoists, slings, hand tools, tape measure, drills, grinders etc. utilizing hydraulic knowledge, mechanical aptitude, blueprint reading, and pneumatics. The candidate must maintain a good work ethic and environment built on teamwork, continuous improvement, safety, communication, customer service/satisfaction and organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and projects may be assigned.

- Assemble, mount, and/or install component mechanical, electrical, hydraulic, or structural parts into equipment products, with the aid of drawings, schematic drawings, diagrams, layouts, work orders, and oral instructions. This involves reading, understanding, and following a tape measure, work order specifications, blueprints, diagrams, work instructions, oral instructions, and specified procedures.
- Prepare work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
- Operate or use various hand, power, and air tools including grinders, wrenches, hammer, cutting torches, drills, punches, and a tape measure. Also operate or use forklifts, and overhead hoists and cranes with associated rigging equipment.
- Use a computer device to access and open/close computer documents.
- Position parts and subassemblies by using reading measurements.
- Assemble components by examining parts and components to ensure correctness and completeness, examining connections for correct fit, and fastening parts and subassemblies.
- Verify specifications and tolerances to meet product and/or quality specifications by measuring completed component. Perform work to the utmost of one self's ability at all times. Continuously strive to improve one self's work-related skills, efficiency, and the quality of output.
- Complete work tasks as necessary to meet safety, productivity, and quality specifications. Perform work to the utmost of one self's ability at all times.
- Adheres to the Shop Floor (SF) process, notifies Supervisor of assembly problems
- Fulfill work requirements according to IROCK quality standards determined for the assigned work tasks, including incoming and outgoing quality checks, and other quality inspections as required.
- Document actions by completing production, drawing mark-up and quality forms.



- Keep tools and equipment operational by completing preventive maintenance; follow manufacturer's instructions; troubleshoot malfunctions; call for repairs, and complete the daily check sheets as determined by the Assembly Superintendent.
- Use Company property with care and respect, help maintain it in good working condition, and retain it on Company premises.
- Conserve Company resources by using time, equipment, and supplies as needed to accomplish work tasks.
- Participate in production process and/or product improvement or development assignments, programs, teams, and focus groups.
- Maintain and use personal protective equipment and other safety supplies and equipment per OSHA and Company requirements.
- Maintain a safe, organized, and clean working environment.
- Interact with fellow employees, customers, and management in a cooperative, supportive, and courteous manner; comply with Company policies, procedures, rules, and regulations, and uphold IROCK's Core Values.
- Perform or assist in other assigned duties as qualified and trained.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and/or Experience:

- High School Diploma or General Education Degree (GED) preferred.
- Knowledge of commonly-used mechanical concepts, practices, and procedures required.
- Relevant trade school or college course work desired.
- Ability to correctly use and read a tape measure, and read/understand job-related blueprints, required.
- Heavy equipment manufacturing experience desired.
- Computer experience desired, particularly the ability to use a mouse, and locate and open/close files.

General Skills

- Must successfully complete a pre-employment drug screening, physical, and background check, and random drug and/or alcohol screenings throughout employment.
- Must be dependable, dedicated to completing work assignments correctly, and use time wisely.
- Adept at problem-solving. Adaptable to new situations and challenges. Open to changes and new ideas.
- Ability to satisfactorily work alone with reasonable and appropriate instructions, training, and supervision, and ability to work with others respectfully and professionally in a team environment.



- Ability to communicate clearly and completely, expressing needs, and asking questions.
- Ability to apply commonsense understanding to carry out detailed and written and/or oral instructions.
- Ability to handle the stress that accompanies production standards and deadlines.
- Ability to accept constructive criticism and make subsequent adjustments, and willingness to rework incorrect tasks completed by oneself or others.
- Ability to work well with a team in a fast-paced environment
 - Takes ownership for team cohesion and team development
- Be a self-starter
- Possess a team spirit with the respect of others' ideas and requirements
- Must be able to communicate effectively on technical issues

Language Skills

- Excellent interpersonal skills and employee relations
- Must be able to prepare documents that are concise and logical for transferring information across departments.
- Ability to write routine reports and correspondence
- Ability to communicate clearly with management and co-workers, both in person and via email.
- Ability to read and interpret documents

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to read, sort, check, count, and verify numbers
- Ability to perform reconciliations, prove results, and detect errors

Reasoning Ability

- Ability to apply common sense understanding to follow instructions furnished in written, oral, or diagram form
- Ability to work with co-workers, vendors, IROCK visitors, including during urgent/crisis type issues
- Problem solve using common sense, and according to policies and regulations
- Ability to detect inconsistencies and report information to appropriate personnel

Certificates, Licenses, Registrations

- There are no requirements for this position

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.



While performing the duties of this job, the employee is continually required to talk and hear. The employee frequently is required to communicate and exchange accurate information. The employee frequently is required to walk; stand; sit; use foot/feet; use hand/foot controls; use both hands to finger, handle, feel, grip, or drive; use fine finger ability; use wrist motion; reach above/below shoulders; reach and carry with hands and arms; step up/down, climb or balance; and bend/stoop, twist, squat/crouch, kneel, or crawl. The employee occasionally will work outside the facility, encounter uneven or slippery surfaces, or work in wet conditions. Specific vision abilities include close vision, distant vision, color vision, peripheral vision, depth perception, ability to adjust focus, and hand-eye coordination.

Primary work assignment will require employees to frequently push/pull/lift from the floor to the table, and lift from table to shoulder level, up to 75 pounds. Employees may occasionally push/pull/lift below or above shoulder level greater than 75 pounds if they are physically able to do so safely. Employees are encouraged to use caution at all times when pushing/pulling/lifting. Please consider the size, shape, weight of the object to be pushed/pulled/lifted, the path and the distance you must travel along with your own physical ability. If necessary, please seek assistance with pushing/pulling/lifting tasks. Employees should never lift more than they are physically able to handle safely.

- Perform work standing on concrete a minimum of 8 hours and up to 12 hours per day, and a minimum of 3 days up to 7 days per week.
- Willingness to train/work during hours outside of regularly-scheduled core shift.
- Flexibility to work additional hours beyond and/or consecutively with core work schedule when needed.
- Willingness to cross-train and perform the work of any job tasks or positions within the Company as assigned, outside of or in addition to primarily-assigned position, work area, and/or department.
- Willingness to assist with training and mentoring co-workers.
- Regular and reliable attendance for work, appearing on time for each scheduled workday and working all the scheduled work hours.
- Perform work safely in accordance with all Company safety policies, procedures, and Personal Protective Equipment (PPE) requirements.
- Perform work in various physical positions including standing, kneeling, squatting, bending, and reaching (temporary variances may be accommodated based on employee's primary assignment).
- Perform work in heavy industrial setting with exposure to heat, cold, and humidity, industrial odors, fumes, gasses, chemicals, oil, grease, smoke, dust, loud noise (hearing protection provided and required), and vibration. Work involves climbing ladders and stairs, movement of heavy objects, using pneumatic tools, working with moving machinery and equipment, working near moving mechanical parts, working in cramped quarters, and working above floor level which could include high, precarious places. There is risk of electrical shock associated with this job.
- Ability to wear the Personal Protective Equipment (PPE) required for this position, including hearing protection, safety glasses, safety boots with metatarsal guards, and face shield. A respirator may also be required. Fall protection may also be required.
- Ability to operate or use a variety of hand, power, and air tools and devices.



WORK ENVIRONMENT

The work environment 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 position functions primarily in a shop/manufacturing/office environment
- Overtime will be necessary during peak times or as needed to meet delivery schedules
- The position requires supervising employees in shop environments, which experiences assembly, heavy welding, painting fabricating, forming and burning
- The position requires climbing stairs, ladders and equipment for quality, completion and performance inspections
- Periodic travel to vendors, training and/or job sites as necessary
- The office is attached to the manufacturing facility and occasionally the noise level in the work environment may be loud
 - Must have the ability to respond promptly to a facility, project and/or employee injury emergency
 - While performing the duties of this job, the employee may be exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; outside weather conditions; and risk of electrical shock. The noise level in the work environment may be loud