

ESSENTIAL DUTIES

- Prepare work to be accomplished by studying assembly instructions, blueprint specifications and parts lists; gathering parts, subassemblies, tools and materials
- Position parts and subassemblies by using templates or reading measurements
- Assemble components by examining connections for correct fit; fastening parts and subassemblies
- Verify specifications by measuring completed component
- Inspect, clean and package parts to specifications
- Resolve assembly problems by altering dimensions to meet specifications or obtaining additional resources
- Maintain safe and clean working environment by complying with procedures, rules and regulations
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Conserve resources by using equipment and supplies as needed to accomplish job results
- Document actions by completing production and quality forms
- Contribute to team effort by accomplishing related results as needed
- Other duties as assigned

PERFORMANCE EXPECTATIONS, include but not limited to:

- Punch in and out of operations accurately
- Record completed quantities and scrap accurately on traveler, on in-progress documentation and in JobBOSS (each entry should be identical)
 - In-progress documentation includes, but is not limited to scrap tags, inspection reports, 1st piece, WIP cards, etc.
- Perform each operation within estimated times
- Be able to perform all operations on skills matrix within assigned cell
- Produce parts and assemblies to quality specifications
- Complete all secondary operations to AEI workmanship standards

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 accommodation may be made to enable individuals with disabilities to perform the essential function.*

- Must have basic computer and math skills
- Must have the ability to follow instructions
- Must be very detail oriented and quality focused

EDUCATION, EXPERIENCE OR LICENSES

- High School diploma or equivalent, required
- Must have valid Driver's License