



"Inspire and empower people to create innovative product solutions that revolutionize the industry"

Position: Mechanical Assembler (Level I / II / III)

Reports To: Production Supervisor

Status: Non-Exempt

Approval Date: 1/8/20

Last Revised: 1/8/20

Position Summary

This position is responsible for assembling, testing, inspecting, and packaging products. Must be able to follow standard work and training guides provided for each process or product.

Steffes Core Values

Trust: We promote growth and long-term success by making wise decisions with trust as an essential component.

Respect: We unleash creative talents of our diverse workforce by treating each other the way we would like to be treated.

Teamwork: We believe people achieve much more by working together.

Integrity: We follow through and keep our word while being open, honest, ethical, and fair.

Safety: We view our co-workers as family members of our business and strive to ensure safety for all.

Humility: We recognize and appreciate strengths and contributions beyond one's self. We are modest, genuine, and authentic.

Key Responsibilities

Level I:

1. Follow and understand standard work, training guides, and acceptance criteria to meet customer and QMS requirements.
2. Operate and perform safe operations inspections on cranes.
3. Able to locate and print applicable drawings.
4. Able to read and understand drawings to assemble product.
5. Must be able to torque and mark joints to appropriate value.
6. Performs moderate to semi-complex assembly/testing functions utilizing mechanical skills, hand and power tools, mechanical/electronic tools, assembly fixtures, and inspection measurement equipment. Machine and equipment may include saws, drill presses, pipe bevellers, etc.
7. Able to set up and perform leak tests and assist in locating leaks in the plumbing.
8. Able to assist in pressure testing pipe to requirements.
9. Report inconsistencies and/or defects in material, product, or equipment.
10. Maintain a positive work atmosphere by acting and communicating in collaborative manner with customers, suppliers, co-workers, and management.
11. Helps company meet its Strategic, Quality and Safety objectives.
12. Other duties may be assigned.

Level II: (in addition to tasks associated with Level I)

1. Able to inspect and operate manlifts.
2. Able to cut, bend, and assemble stainless lines.
3. Must be able to operate and download/verify leak testing equipment.
4. Able to operate pressure testing units independently.
5. Able to operate saw processes independently (where applicable).

Level III: (in addition to tasks associated with Level I and Level II)

1. Ability to coach and lead others.
2. Have problem-solving skills and help with daily issues that arise.
3. Ability to perform all sub-assembly and assembly standards.

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4. Obtain forklift certification.
5. Understand and perform all in-process inspections and able to record such inspections.
6. Able to conduct audits and perform system checks as assigned.
7. Understand upstream and downstream processes.
8. Complete and verify all customer required documentation.

Core Expectations

Customer Service - Demonstrate excellent customer service and display a positive attitude and behavior consistent with the Steffes Code of Conduct and Core Values.

Quality - Actively support and participate in Quality Improvement.

- Take immediate action in unsafe situations.
- Adhere to all safety standards; thus, promoting safe practices to ensure a safe environment.

Conduct - Demonstrate and support the Steffes Code of Conduct.

Policies and Procedures - Demonstrate and support Steffes Policies and Procedures by:

- Using tact, sound judgement, and maintaining a professional attitude in communication and relationships with others.
- Striving to deliver the best quality in daily work.
- Promoting a positive image of Steffes and its products.
- Being timely and punctual in attendance and following all policies and procedures.

Job Requirements/Qualifications

- High School Diploma or GED
 - Basic computer knowledge (Windows, email, internet, etc.)
 - Written and verbal communication, math, reading, and spelling skills.
- OR-
- An acceptable combination of education and experience

Physical Demands of Position

- This position requires walking, sitting or standing to a significant degree
- Must have the ability to lift 70 pounds from floor to waist, carry 50 pounds, and push and/or pull up to 100 pounds
- Must have the ability to climb ladders and/or stairs
- Stooping, crouching, kneeling and bending
- Handling, feeling, and gripping would be required for some activities
- Visual acuity is required to inspect work completed.
- This role may be subject to internal and external environmental conditions

Acknowledgement

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I acknowledge that I understand the information contained in this document and can perform the essential functions of this job without accommodations. I also acknowledge that employment with Steffes Solutions LLC is at-will and not for a specific period of time and can be terminated at any time, with or without cause or notice, by Steffes Solutions LLC.

Employee Signature: _____

Printed Name: _____

Date: _____

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