



Assembler/Manufacturing Operator

Job Title: **Assembler**

Department: Production

Reports To: Production Supervisor

Prepared By: Chad Weigelt

Approved By: Stuart Lind

Summary

The Assembler/Operator is responsible for producing and assembling small component medical devices using a microscope. Additional standardized operations include crimping, buffing, trimming and forming. After training the operator must be able to recognize defective materials and devices to ensure product meets specifications.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

- Position and assemble small components under a microscope.
- Operate machines or assembly equipment to make and check parts or products.
- Read work orders, work instructions, procedures and specification documents.
- Maintain production documentation.
- Measure and visually inspect products for surface and dimension defects in order to ensure conformance to specifications, using precision measuring instruments.
- Communicate documentation, process or product issues to appropriate individuals.
- Fill in appropriate information on work instructions and associated documentation.
- Follow proper safety, hygiene and cleaning procedures.
- Train others, as needed, in proper manufacturing processes and procedures.
- Review employee handbook on a regular basis and follow all company policies and procedures.
- Display commitment to good work group relationships.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School Diploma or Equivalent preferred.
- Should be able to communicate in English both verbally and in writing.



Abilities

- Arm-Hand Steadiness - The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual Dexterity - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Capable of basic math (adding and subtracting), applying logic, remembering and verifying information.
- Must have the ability to read and understand manufacturing instructions, operating procedures and specification documents.
- Good oral and written communication skills in order to interact with employees.
- Must be able to work independently.

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 phrases “occasionally,” “regularly,” and “frequently” correspond to the following definitions: “Occasionally” means up to 1/3 of working time, “regularly” means between 1/3 and 2/3 of working time, and “frequently” means 2/3 and more working time.)

While performing the duties and responsibilities of this position, the employee is frequently required to work under a microscope. The incumbent will regularly talk and listen. He/she will frequently stand, walk, use hands, handle or touch, and move from place to place.

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 employee works in a factory environment and is frequently exposed to chemicals, noise, and rotating machinery. Employees are expected to work independently and maintain product quality. The work schedule is flexible with an expectation that an employee will work no less than 35 hours per week. General operating hours are 6:45 am to 3:45 pm Monday through Thursday and 6:45 am to 3 pm Friday. Hours are adjusted slightly for summer months.

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Contact:

Chad Weigelt
6018 Blue Circle Drive
Minnetonka, MN 55343

Phone: 952.942.7576 ext 23
Email: cweigelt@annexmedical.com