



Weldon Machine Tool, Inc.

Position: **Mechanical Assembler**

JOB DESCRIPTION SUMMARY

The basic function of the Mechanical Assembler is to assemble and build the company's precision CNC grinders and automation systems within the established quality standards and schedule. This includes but is not limited to assembling precision mechanical, pneumatic and hydraulic assemblies, and sub-assemblies. This position is also responsible for performing various assigned customer service tasks including troubleshooting and repair of customer machines.

POSITION QUALIFICATIONS

The person in this position must have high mechanical aptitude and strong mathematical skills. He or she must be disciplined, goal oriented and capable of performing high quality work with a minimum of supervision. Must be team oriented and be able to work within schedules and budgets without sacrificing quality. He or she must be capable of communicating effectively with customers, in person and by telephone, and other employees at all levels of the company.

REQUIREMENTS

To perform this job successfully, an individual must be able to perform all areas outlined for this position in a satisfactory manner. The items listed below are representative of the skills, knowledge and /or abilities necessary to meet the minimum job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Required: High School Diploma with additional technical training.

Preferred: Same as required

Licensing / Registration / Certification

Required: Valid driver's license.

Preferred: Same as required.

Experience

Required: At least 3 years' experience in mechanical assembly operations, including the assembly of hydraulic and pneumatic systems.

Preferred: Same as required with additional experience working directly with machine tools and familiar with electrical systems.

Skills / Knowledge / Abilities

Must have the ability to understand, assemble and operate the company's products, with training.

Must be able to read engineering drawings and visualize the completed assembly.



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Must be able to effectively use general purpose mechanical and electronic inspection and measuring equipment.

Must be able to communicate effectively with customers and employees at all levels of the company.

Must have the ability to read electrical schematics with training.

Must be able to operate a gas powered forklift.

Physical

Body Positions

Sitting, walking, standing for extended periods.

Body Movements

Must have a full range of body movements including the use of hands and fingers, bending, squatting, crouching and reaching over head. Must have the ability to climb in and out of machines that the company produces and to lift 75 pounds. Must have the agility to negotiate somewhat congested assembly areas.

Senses

Must have the full use of eyes, including close vision, the ability to adjust focus and the ability to see and differentiate colors, shades of colors and patterns.

Mental

Mathematics

Must be able to understand and perform the mathematics necessary to assemble complex machine tools. This includes knowledge of the specialized calculations necessary to assemble a finished product built to specifications from the basic components.

Language

English proficiency, both verbally and in writing, to communicate effectively with customers and other employees.

Working Conditions

Work will be done primarily in the climate-controlled shop and at customer locations. Out of town travel, both within the U.S. and other countries) for several days at a time is expected, requiring air travel and driving by automobile. Travel may be required on short notice.

Forty-hour workweeks are normally expected during the week, with additional hours required as the workload and customer schedules dictate. Substantial overtime hours may be required.

REPORTING RELATIONSHIPS



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The Mechanical Assembler reports directly to the Production Manager and the Customer Service Manager while performing service work at customers' facilities.

ACCOUNTABILITY

Accountability

The Mechanical Assembler is directly accountable to the Production Manager for the accomplishment of all responsibilities and duties assigned.

Benefits

10-hour workday, Mon – Fri. 6am – 4:30 pm

Flextime (start / stop times)

Travel pay differential (25% of hourly rate)

Paid time off (PTO)

Holidays (nine paid holidays)

Medical plan (dental / eye options)

401K plan

Employee Stock Ownership plan (ESOP)

Employee purchase program (purchase tools and work-related items through the company)

Uniform program

Tuition reimbursement