

STILLWATER DESIGNS & AUDIO, INC.

JOB DESCRIPTION

POSITION: Assembler

DEPARTMENT: Product Operations

DIVISION: Production Assembler

SUPERVISOR: Production Manager

CLASSIFICATION: RFT

General Purpose of Job: The assembly of cabinets by using a variety of hand & power tools, fixtures, work instructions and test equipment to perform a series of operations to correctly assemble devices. Process all packaging of products and maintain all OE sales channels. This position will also assist with all company special projects when requested. As a final point, the individual will ensure conformance of all products and processes to all applicable customers and regulatory requirements as well as comply with all IAFT guidelines set forth by Stillwater Designs.

Essential Functions of Job:

- Assemble and packaging of cabinets with accessories
- Demonstrate aptitude at all work stations on the line
- Assist in the preparation of the assembly line for the day's operations
- Assist in inventory control maintenance
- Assist with special projects when necessary for Stillwater Designs
- Exhibit a cooperative, compatible, and punctual work ethic
- Assist in all company operations on an as needed basis
- Capacity to understand and willingness to follow procedural Work Instructions
- Performs physical inventory counts of finished goods, as required
- Ability to add, subtract, multiply, divide, read and write
- Capable to recognize product quality and help diagnose problems
- Responsible for knowing how and where to find process specifications and procedures and adhere to them
- Package goods ready for shipment
- Ability to rebuild speakers
- Ability to work quickly & methodically as well as concentrate while doing repetitive tasks
- Ability to climb on and off of required equipment
- Ability to monitor the production process and carry out basic testing and quality tests
- Responsible for following all safety rules and maintaining housekeeping at a level of excellence at all times
- Ability to communicate verbally with Production Manager and co-workers
- Must be a team player who displays self-motivation, integrity and the ability to take initiative
- Ability to multi-task with flexibility and stress tolerance
- Exceptionally motivated to ensure conformance to job specifics, as well as to Managers instructions.
- Responsible for following all IATF Certification processes

Preferred Functions of Job (Not Required):

- Ability to drive a forklift
- Ability to use a computer, printer & labeler
- Proficient in MSWord, Excel, Access and Adobe

Educational and/or Experience Requirements of Job:

- High School Diploma or GED
- Competent to understand education and training required bi-annually
- Accountable for the packaging and preservation of equipment
- Capable of identifying nonconforming and/or suspect product as well as segregate this product.
- Ensure serialized identification of individual products to meet traceability requirements

Physical Demands of Essential Functions:

- Ability to use hands to finger, handle, or feel
- Ability to frequently sit, stand, walk, reach within hands and arms' length, stoop, kneel and crouch
- Repetitive motion
- Ability to lift 75 pounds from floor to over the shoulder and occasionally up to 100 pounds
- Ability to pull up to 3,000 pounds with a pallet jack
- Must have good hand-eye coordination with vision requirements including close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Personal Demands of Essential Functions:

This person should be able to work without supervision and be able to make independent decisions. Some overtime may be required.

Work schedule Monday – Thursday 6:00 am – 4:30 pm *

*Must be at work on time. A production line runs efficiently when everyone is at their work stations on time, have read and understood the work instructions and are ready to begin working.

Environmental Conditions of Job:

The work environment is intermittent exposure to noise, odor or other factors of minor disagreeableness. This person will frequently work near moving mechanical parts and vibration from driving the forklift. There is a moderate noise level and hearing protection is not required.

Employment is contingent upon the satisfactory completion of a physical and drug screening.

Steel-toed boots are required.

Participation in the Daily Stretching Program is required.

Signatures:

Kent Mead:

Product Operations Director

Jay Ralston:

General Manager
