



HydraForce Inc.

Job Description

Position Title: Assembler **Status:** Non-Exempt
Department: 310 and 311 **Type:** Full Time
Reports To: Department Supervisor

HydraForce Mission Statement

To create worldwide customer delight by providing the highest quality products and the most responsive customer support in the world at a globally competitive cost. The company mission is the primary job description for all employees. All duties and responsibilities assigned to this job description should be performed to support and enhance the company mission.

HydraForce Vision Statement:

An independent provider of innovative technical solutions that can change the world!

Duties and responsibilities

The list of duties and responsibilities noted below is not all inclusive and it may be expanded to include other duties and responsibilities as the company may deem necessary.

- Work as part of a team and perform all tasks conducted by the team in the assembly process.
- Understand, follow and adhere to company quality standards
- Rotate through all the tasks required in a particular production process
- Receive and check parts according to Manufacturing Order Pick List.
- Separate and sort parts according to assembly instructions.
- Make any necessary preparations to parts.
- Assemble parts according to work instructions.
- Ensure quality of assembled parts.
- Prepare all parts for testing, shipping, or further assembly.
- Conduct tests and inspections of products, services, or processes to evaluate quality or performance
- Ensure all work is carried out according to scheduled times
- Maintain a clean and safe working environment
- Maintain good working relations with other team members

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Our Company Mission is every employee's primary job description.



HydraForce Inc.

Job Description

Education and Experience

x	Some High School	HS Grad. / GED	Associates Degree	Bachelor's Degree
---	------------------	----------------	-------------------	-------------------

- Basic Math, Basic English (reading/writing)
- Some manufacturing experience a plus.
- Knowledge of machines and tools a plus.
- Must be comfortable standing for long periods of time.
- Must be comfortable working long hours.
- Must be comfortable working with hand and power tools.

Skills and Abilities:

- Dexterous, with the ability to skillfully manipulate components -small and large.
- Good team player, with the ability to work effectively within a multi-cultural and diverse team
- Flexible, with the ability to work across teams and move within the department
- Effective communication skills
- Self-motivated with positive attitude
- Active Listening skills —giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- Speaking skills — Talking to others to convey information effectively.
- Must work well under time constraints and pressure
- Active Learning Skills — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Operation Monitoring Skills— Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Reading Comprehension Skills — Understanding written sentences and paragraphs in work related documents.
- Customer service skills — Actively looking for ways to help people.
- Writing skills — Communicating effectively in writing as appropriate for the needs of the audience.

Required Personal Protective Equipment:

- Safety Glasses, gloves, steel toe shoes/boots, earplugs, and any other equipment requested by a supervisor or manager or specified for the work area or equipment.

Job Specific Information	
Environment	Manufacturing Floor Setting, Noisy, High Pace, Well Lit
Tools Used	Hand Tools, Power Tools
Parts Used	All necessary parts for assembly
Documents Used	Blueprints, Work Instructions, Order Verification Form
Chemicals	Oil, Cleaner, Lock Tite

Our Company Mission is every employee's primary job description.



HydraForce Inc.

Job Description

Physical Requirements	Repetition Level (1-10)	Define:
Lifting	5	Continuous lifting of small and light weight parts
Bending	2	Minimal
Crouching	2	Minimal
Reaching	3	Minimal amount of reaching with small parts
Pushing	1	Minimal light weight
Pulling	1	Minimal light weight
Twisting	5	Light weight
Reading	3	Work instructions
Writing	2	Documentation
Typing	1	Little to none
Manipulating small parts	10	Small parts for valve assembly
Manipulating large parts	2	Minimal
Wrist Motion	10	Small parts for valve assembly
Finger Dexterity	10	Small parts for valve assembly

Repetition Level indicated with score 1 – 10. [1 = Rare | 10 = Continuous]

*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 from time to time, as needed.

For consideration, please state Assembler in the subject line and email resume to rgaines@lakecountyil.gov