



POSITION DESCRIPTION		
Position: Assembler		
Dept: Assembly/2 nd Ops	Access to Confidential Information: No	
Location: Anoka, MN	Directly Reports to: Assembly Supervisor	
Shift: 1 st shift	Indirectly Reports to: Assembly Manager	
Hourly or Salary: Hourly	Updated by: Heidi Hanson	
Job Code: LAKAS175	Date last reviewed: 11/5/20	

Summary: Assemble and performs visual inspection of parts and package parts for shipment to customers. Follows established production/process specifications or instructions. Performs manual packaging operations to fill, mark, label, ban, tie pack and/or wrap containers with products and materials.

Resp. #	% of time	Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	60%	Properly assemble, pack, label and stack each shipping container with finished product. Maintain assembly labor tickets and box count to ensure customer receives accurate order.
2	30%	Visually inspect each part, compare parts to start-up to ensure customer receives a quality product.
3	5%	Read, understand and follow picture packet procedures, operate a variety of machines to complete product to customer specification.
4	5%	Assist other operators as directed by the supervisor and ensure full adherence to 5S practices at all times to maintain a clean and safe work environment.

Company Wide Expectations:		
1	100%	Remain Drug and Alcohol free while on Lakeland and Frandsen Corporation premises and within the scope of duty.
		Understand and comply with all Lakeland and Frandsen Corporation policies and procedures.
		Support the Mission, Goal and Core Values
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

Competency Expectations of All Employees: The following are basic skills expected of all employees to be able to perform a job within the company at a satisfactory level.	
1	Problem solving —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
2	Interpersonal skills —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things
3	Planning/organizing —prioritize and plans work activities and uses time efficiently
4	Quality control —demonstrates accuracy and thoroughness and monitors own work to ensure quality
5	Adaptability —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
6	Dependability —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
7	Professionalism —maintains professional appearance and attitude at all times
8	Confidentiality – holds confidential information received from the company in strict confidence and exercises a reasonable degree of care to prevent disclosure to others.

Knowledge, Skills and Abilities (KSA's): The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.
Knowledge, Education, Experience and/or Certifications: <ul style="list-style-type: none"> • A high school diploma or general education degree (GED) is preferred. • On-the-job training may be required.
Skills & Abilities: <ul style="list-style-type: none"> • Read, analyze, and interpret general business documents such as Picture Packet, Procedure Manual and safety rules. • Fill out general communication paperwork and assembly labor tickets. • Need to communicate, both orally and in written form, with departments to order supplies and components for production lines. • A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. • Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions. • Define problems, collect data, establish facts and draw valid conclusions. • Apply good judgment in recognizing scope of authority. • Use of depth perception, close vision, and color vision are all continuously required.

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.

Lifting Requirements

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10					X	Lifting Parts for Assembly	Arm
11-20			X			Palletize Boxes	Shoulder
21-35		X				Moving Skids	Ankle
35-50			X			Telecom Line Parts	Chest
51-75	X						
76-100	X						

Movement Requirements

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing				X		Assembling parts
Walking				X		Moving pallets
Sitting			X			Assembling parts
Talking or hearing				X		Receiving instructions
Touch/Feeling					X	Feeling for flash or sink on parts
Climb/Balance	X					
Kneeling/Crouch/Squat			X			Lifting components off the ground
Reaching upward or outward					X	Reaching for components to

						assemble product
Bending the neck side-to-side or front-to-back		X				Picking assembly and performing assembly jobs.
Typing	X					
Pinching/finger manipulation				X		Handling nuts and screws to assemble product
Grasping/Turning the wrist					X	Assembling product
Taste/Smell	X					

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.

- Slight exposure to noise
- Slight exposure to moving objects
- Slight exposure to hot rubber and/or plastic
- Slight exposure moving objects, and mechanical parts
- Slight exposure to special equipment such as gloves and protective clothing
- Slight exposure to sharp objects such as trimming shear
- Moderate exposure to chemicals and paint
- Slight exposure to dust/airborne particles
- Moderate exposure to moderately hot or cold temperatures