



## Job Description

Position: Assembler  
Shift: 1<sup>st</sup>  
FLSA: \$12.00 Hourly, Non-Exempt

Reports to: Production Supervisor  
Location: Fort Worth  
Date Posted: 6/26/17

The assembler is responsible for assembling specific portions of fabricated sheet metal components which are used in the manufacturing of air control products for the HVAC industry (i.e., Smoke & Fire Dampers, Ceiling Fire Dampers, Vertical Fire Dampers, and/or Architectural Louvers).

### Position

1. Assembles fabricated sheet metal components.
2. Tests and calibrates parts and mechanisms to meet tolerances and product specifications.
3. Operate toggle lock machine.
4. Uses hand tools and power tools to assemble units according to product specifications.
5. Identifies units that fail tests or tolerance levels and repairs as necessary.
6. Has knowledge of commonly-used concepts, practices, and procedures within a manufacturing environment.
7. Relies on instructions and pre-established guidelines to perform the functions of the job.

### Education / Experience Requirement

1. High school diploma or equivalent.

### Specific Skills Required

1. Must be willing to work mandatory overtime hours when needed.
2. Must have desire to work hard and ability to be on time every day.
3. Must have ability to read measurements and interpret tape measure.
4. Background in damper assembly helpful but not required.
5. Experience operating hand tools.
6. Must have good verbal and written communication skills with ability to speak fluent English – bilingual (Spanish) a plus.
7. Must be flexible with a positive attitude and strong work ethic.
8. Pre-employment drug screening and background check is required.

### Physical Demands

Must be in good physical condition with ability to stand for long periods of time, lift, bend, and move heavy objects. At times be able to work longer than normal hours and perform duties under higher level of stress.

### Work Environment

Employee will be exposed to heat and cold depending on weather conditions