



Job Title: Assembler

Division: Kentucky Trailer Specialty Vehicles

Location: Walled Lake & New Hudson, MI

Reports to: Supervisor

Description:

The Assembler is responsible for reading prints and using various manufacturing equipment and hand tools to build and attach various parts, materials and equipment to custom trailers according to Customer Specifications. Mechanically inclined: use of hand, air/power tools (drills, impact wrenches, c-clamp and rivet guns) The Assembler will interact with and support other Shop Associates and Subcontractors in the performance of these duties. The Welder will report to the Shop Team Leader and will perform any and all duties as requested. Tack welding and overhead crane knowledge a plus.

Responsibilities:

- The Associate will work in a safe manner while wearing the appropriate safety equipment and reporting any unsafe condition or act.
- The Associate will be responsible for their area of the Shop for housekeeping and organization and will utilize clean up time assigned at the end of each day to do so.
- The Associate will be on the job as scheduled for start, stop and break times and accurately fill out the proper information on a Job Slip at the end of each day.
- The Associate will conduct themselves according to the Policies of the Company as provided in the Handbook including attendance, smoking, breaks, clean up, vacation, PTO, cell phones, etc.

Fundamental Irreplaceable Behavior Values:

Interpersonal Skills: Easy to get along with; Treats all people with dignity and respect ; displays **kindness**; shows interest in others; gives others appreciation and encouragement; common courtesy; Always approachable; never rude; Aware of and sensitive to what other people are feeling; Is at ease with people at all levels; Does not belittle the opinions or work of other people, regardless of their status or position; Deals effectively with a diverse workforce; Demonstrates a high degree of “emotional intelligence”; Truly values and genuinely likes people; Treats others with **respect** and as important person; Is **unselfish** and meets the legitimate needs of others; Serves others.

Ethics and Integrity: Admits mistakes in spite of the potential for negative consequences; Presents unpleasant or disagreeable facts in an appropriate manner; Keeps promises; meets goals and deadlines; Avoids situations and associations that could be considered inappropriate; **Honest** in all dealings; Upholds and models organization's values; Does what you say you will do; Is **forgiving** when wronged.

Business Demeanor / Temperament: Displays a positive attitude and optimism about the work to be done, the people he or she works with, customers, management, and company policies; Has a constructive sense of humor; Maintains a calm temperament and pleasant demeanor; Shows self-control; Doesn't spread gossip or rumors; Acts as a positive influence on others; Is courteous, **patient**, cooperative, and helpful; Is **humble**, never boastful or arrogant.

Accountability: Accepts personal responsibility for the quality and timeliness of his/her work; Acknowledges and corrects mistakes; Doesn't make excuses or blame others for errors or problems; Carries his/her fair share of the workload; Does what he/she **commits** to doing.

Requirements:

- Minimum 2 years "stable" work history in Manufacturing/Factory environment
- Detail oriented; strong attention to details
- Experienced w/Electronic and Pneumatic tooling and basic hand tools
- Diploma/GED
- Math Skills: ability to add, multiply, divide
- Computer literate
- Able to read a tape measure
- Able to stand 10hrs/day
- Able to lift up to 50lbs continuously
- Able to perform repetitive tasks; high physical activity
- Able to bend, kneel, stoop, stand, reach, twist, climb and/or crawl
- Able to work in regularly exposed to high noise level, vibration, dust and fumes
- Not afraid of heights.
- Able to communicate (read, write, speak, listen and understand work instructions).
- Pre-employment Screening
- PPE: Steel-toes, hearing protection and safety glasses required at all times