

**MUELLER ELECTRIC COMPANY
JOB DESCRIPTION**

JOB TITLE: ASSEMBLER

Employee:		<i>Exemption status:</i>	Non-exempt
Assignment Date:		<i>EEO Class:</i>	Labor
		<i>Job Code:</i>	ASMB
Supervisor Position:	Supervisor/Foreman	<i>Prepared By:</i>	Joelle Davis
		<i>Preparation Date:</i>	11/12/04
		<i>Replaces Previously Dated:</i>	06/08/04
Employee Signature:		Date:	
Supervisor Approval:		Date:	

Job Title: Assembler
Reports To: Supervisor/Foreman
Date Created: 11/12/04
Approved:

Date:

PURPOSE:

To use various assembly methods to produce electrical products such as cables, test leads, clip assemblies, circuit boards and connectors.

ROLES AND RESPONSIBILITIES:

- Possess a basic understanding and knowledge of quality management and control systems; understanding that each employee is responsible for the quality of product, appreciating Mueller Electric Company's primary goal of total customer satisfaction.
- Initiate corrective/preventative action to prevent a products non-conformance.
- Weight and measure parts as needed.
- Prepare electrical wire/connectors for tinning.
- Assemble and install hardware; and solder wires to various sized plugs and connectors.
- Handle epoxy cement, chemicals, hand tools and machines; knives and cutters in a safe manner.
- Perform product assembly, inspection and tests.
- Utilize calipers and other measuring devices of the industry.
- Utilize the part numbering system currently in use.
- Read and understand shop orders, drawings and tolerances currently in use.
- Package products as required.
- Other duties may be assigned as necessary.

This description represents the most common duties of this position but does not exclude other occasional work assignments as directed by management within the skill ranges of the individual.

MUELLER ELECTRIC COMPANY SUBSTANTIATING DATA

JOB TITLE: ASSEMBLER

KNOWLEDGE AND EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent required.
- Previous factory, technical, trade or high school shop training desired but not necessary.
- Ability to interpret an extensive variety of instructions both oral and written essential.
- Manual dexterity necessary to handle and operate various assembly machines and components.
- Basic arithmetic functions such as addition, subtraction, counting, sorting and calculating essential.

INTER-RELATIONSHIPS:

The Assembler works as a part of a production team. Communication is usually limited to team members and internal management staff.

WORKING CONDITIONS:

The working environment is a production facility with machinery and moving equipment and low-to-moderate noise levels. Temperature conditions can be cold and damp depending on current weather conditions. Various hand and powered machine tools are used regularly; some chemical exposure exists in a variety of operations exists. Occasional overtime may be necessary to meet production demands.

PHYSICAL DEMAND REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to move about the production floor, use hands and fingers to handle, pick up or feel objects; read write and count. The employee is required to hear and speak in order to communicate with others. The employee is regularly required to reach with hands and arms; stoop, bend, lift for long periods of time, or climb ladders or stairs occasionally. Manually lifting or moving objects is a regular part of the job with weights varying from ounces to up to approximately 50 pounds. Specific vision abilities required by this job include but are not limited to, close, peripheral vision, depth perception, the ability to visually adjust and focus, and the ability to define and identify colors and shades.

This description represents the most common duties of this position but does not exclude other occasional work assignments as directed by management within the skill ranges of the individual.