



## Job Description

Position title	Department	Reports to
Production/Window Sash Assembler	Production	Production Supervisor
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	

**Summary/Objective:** The Production/Window Sash Assembler is responsible for the construction and fabrication of window sashes, while using hand tools and mechanical tools/equipment to produce structurally sound products and structures.

### Essential Functions/Responsibilities:

- Assemble parts and pieces per detailed work instructions, blueprints, part prints, assembly layouts, part lists, and specifications to ensure products are created efficiently and correctly.
- Follow and understand technical instructions, interpret engineering drawings and technical terms.
- Test, calibrate, and check the quality of the products and components to ensure they meet standards.
- Inventory parts and tools used in the assembly process.
- Gather parts/units, tools and material from inventory.
- Discern quality of parts and materials used in production.
- Maintain the tools used to create products.
- Maintain a clean work area and meet safety and quality requirements.
- Other duties as assigned.

### Education and Experience:

- High School or equivalent degree required.
- Two (2) years' experience in a fast-paced manufacturing environment preferred.
- Knowledge of aluminum fabrication, window sash fabrication, including window glazing techniques, glass handling and fasteners preferred.
- Must be able to read and comprehend printed order sheets and perform basic math calculations (addition and subtraction).
- Experience using hand tools, measuring tools, hammers, pneumatic drivers, pliers, caulking and glazing equipment.
- Ability to work independently or in a team.

### Physical Demands:

- Must be able to lift 50 lbs. without assistance.
- Must be able to stand on feet for the entire duration of work shift.

### Work Environment:

- The position is in a factory with exposure to noise, smells, and temperate fluctuations.

*Note: this job description may not cover or contain a comprehensive listing of duties. Duties, responsibilities, and work schedules may be modified, added, or deleted at any time with or without notice.*

**Signatures:**

Approved by: \_\_\_\_\_

Employee: \_\_\_\_\_