



JOB DESCRIPTION

Production Assembler

Reports to: Operations Manager

Scope of Work

- To assemble parts and assemblies to complete finished product, meeting defined production standards, schedules and quality requirements.
- To work with various tools for the completion of product to industry and engineering specifications and standards.
- Work on special projects as required.
- Support the Quality Assurance department with respect to product testing & evaluation.

Major Responsibilities

- Assemble to completion existing products per engineering documents and established production standards.
- Operating other production equipment and performing tasks necessary to complete product to engineering specifications.
- Preparing and setup of necessary tools and equipment for assembly processes.
- Arranging of parts for completion from previous staging processes.
- Prepare for shipping finished product by palletizing, crating and loading as required.
- Propose potential quality or productivity enhancements i.e. continual improvements
- Review of finished assemblies, parts and product to ensure accuracy against drawings & BOMs.
- Report production issues and assist in resolutions as required.
- Participate in and attend cross functional meetings as required.
- Perform other duties as requested by the department manager.

Skills Required

- Minimum grade 12 or Equivalent.
- Minimum 3 years' experience in a production environment.
- Familiarity with the use of tools/fixtures for production aids.
- Experience in Engines, Electrical and Hydraulic circuits and components.
- Ability to read engineering drawings and work instructions.

Wage Level:

- \$12.00-\$14.00 /hour pending experience
- 40 hours week

Tomco Industrial Inc.
103 Graham Street
P.O. Box 9058
Woodstock, N.B.
E7M 6B5
Canada

