



# Job Description

Issue Date : 06/10/12013  
Revision # : 11/26/13  
Last Revised : N/A

**Job Title: Production Assembler B Full-Time Non-Exempt Position**

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Director	06/10/2013	Production Manager	06/10/2013	HR Director	06/10/2013

**Reports To:**

**Supervisory Status:** No

**Description:**

- This position will perform various production and assembly tasks as directed by the Supervisor. This position will follow all procedures and instructions as directed by management.

**Duties:**

- Demonstrate basic knowledge of Alternative Fuel System components.
- Demonstrate ability and knowledge to assemble basic Alternative Fuel System components.
- Follow instructions given from Shop Foreman, and Management.
- Follow Safety policies and work in a safe orderly manner.
- Report any and all unsafe conditions to Management.
- Complete all required paperwork and track parts & labor in SYS2000.
- Remove Fuel System, Prepare Chassis, and Install Basic Fuel System Components.
- Wash vehicles, and clean interiors using established procedures.
- Perform other duties as assigned

**Education/Experience Required:**

- High school diploma or GED with experience or vocational/technical certification
- Basic automotive and or fabrication experience.
- Ability to operate shop equipment.
- Must demonstrate the ability to work in a safe manner.
- Excellent communications skills required.
- Excellent verbal and written communication skills.
- Good general computer operation skills and basic knowledge of word processing and spreadsheet software.
- No tools Required

**Physical Requirements:**

- Must be able to lift, push and pull a minimum of 50 pounds
- Will be required to do frequent kneeling, stooping, squatting, crawling and climbing to perform multiple tasks of position.
- Must have good manual dexterity.

*I have read this job description and understand that the duties and responsibilities set forth may be subject to change by management at any time.*

**X** \_\_\_\_\_  
Candidate's Signature Date