



PRE-ASSEMBLER

Grand Junction, CO

JOB SUMMARY

The Pre-Assembler produces moderately complex assembly components by setting up and assembling sub-components as part of the pre-assembly process; while maintaining quality and safety standards; keeping records; and maintaining equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(to include, but not limited to)*

- Produces components by assembling parts and subassemblies.
- Reads and deciphers schematics, blueprints, and assembly instructions.
- Positions or aligns components and parts, either manually or with hoists.
- Uses hand tools or machines to assemble parts.
- Conducts quality control checks.
- Cleans and maintains work area and equipment, including tools.
- Prepares work to be accomplished by studying parts lists and gathering parts, subassemblies, tools, and materials.
- Positions parts and subassemblies by using templates or reading measurements.
- Assembles components by examining connections for correct fit, fastening parts and subassemblies.
- Verifies specifications by measuring completed component.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.
- Conducts part marking and produces stickers for labeling of parts
- Must adhere to assigned schedule

BASIC QUALIFICATIONS

- Mechanical and technical skills
- Physical stamina and strength
- Safety management mindset
- Focus on quality control
- Dexterity and hand-eye coordination, including the ability to grasp, manipulate, and assemble parts and components
- Able to lift 25 lbs.
- High School diploma/GED
- English Proficiency
- Must be 18 years of age



Wage \$17.00 an hour with an increase to \$18.00 at conversion from temporary to regular status employee. *Also at the time of conversion additional pay for the night shift \$5.00 an hour as well as a weekend differential at 4 paid hours would be available for individuals working these shifts.*