



Accessories Assembler Level 1 – 3 (Full Time – 1st Shift)

Department: Manufacturing
FLSA Status: Non-Exempt
Grade/Level: Employee Development Program
Work Schedule:
Monday - Thursday
6am - 4:30pm
Some scheduled Fridays

Job Status: Full Time
Reports To: Manufacturing Supervisor
Amount of Travel Required: No travel required
Positions Supervised: N/A

POSITION SUMMARY

Performs repetitive line assembly operations to mass-produce accessories for gas and wood stoves/inserts.

ESSENTIAL FUNCTIONS

- ◆ Work cooperatively with coworkers
- ◆ Meet attendance expectations
- ◆ Practice “Lean” processes unique to position
- ◆ Participate in Jøtul Idea System
- ◆ Adhere to all safety guidelines, and actively participate in required programs such as ergonomic evaluations and daily stretch breaks
- ◆ Participate in the Employee Development Program
- ◆ Place parts in specified relationship to each other.
- ◆ Bolts, clips, screws, cements, or otherwise fastens parts together.
- ◆ Operate pneumatic hoist to lift gas and wood stove parts weighing 35 pounds or more.
- ◆ Work at different work stations as production needs require.
- ◆ Work on line where tasks vary as different model of same article moves along line.
- ◆ Apply touch-up paint as needed, in accordance with the written safety guidelines.
- ◆ Maintain staging areas so as to keep traffic lanes open and minimize wasted space. (This includes pallet removal, euro crate breakdown, trash removal, cardboard recycling, and emptying the cardboard crusher when full).
- ◆ Willing to operate forklift as needed
- ◆ Perform other duties as assigned

POSITION QUALIFICATIONS

Competency Statement(s)

- ◆ Accountability - Ability to accept responsibility and account for his/her actions.
- ◆ Adaptability - Ability to adapt to change in the workplace.
- ◆ Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- ◆ Detail Oriented - Ability to pay attention to the minute details of a project or task.
- ◆ Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- ◆ Judgment - The ability to formulate a sound decision using the available information.
- ◆ Relationship Building - Ability to effectively build relationships with customers and co-workers.
- ◆ Reliability - The trait of being dependable and trustworthy.
- ◆ Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- ◆ Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

High School education or equivalent GED

Experience

No prior experience required.

SKILLS & ABILITIES

Computer Skills

- ◆ Willingness to learn basic computer skills

Reading & Comprehension

- ◆ Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

PHYSICAL DEMANDS

Physical Abilities

Lift /Carry

Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	N (Not Applicable)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	O (Occasionally)		
Bend	O (Occasionally)		

Push / Pull

12 lbs or less	F (Frequently)
13-25 lbs	O (Occasionally)
26-40 lbs	O (Occasionally)
41-100 lbs	O (Occasionally)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance)

Sense of Sound (85 decibels)

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (Steel toe shoes, mask\shield, safety glasses, hearing protection)

WORK ENVIRONMENT

This position works mostly in a warehouse setting where temperatures seasonally can reach 90 - 100 degrees Fahrenheit

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.