



TEI ROCK DRILLS, INC

P.O. Box 1309

Montrose, CO 81402

Job Description

Title: Assembler Level 3

Reports to: Assembly Shop Supervisor & Production Manager

Department(s): Assembly Shop

Classification: Non-Exempt Full-Time On-Site Position (Standard Hours 7:00am – 5:30pm M-TH)

Pay Range: Based on job-related experience, merit, & seniority within TEI Rock Drills

Job Summary

- Entry level Preparation, Assistance, Assembly and/or Paint of TEI Drills and Attachments. Complete these tasks as outlined by the Assembly Build procedures with accuracy under supervisory assistance.

Summary of Essential Job Functions

- Assemble customer orders as specified and complete in a timely manner with supervisory direction
- Assemble hoses, install hydraulic components and plumb hydraulic systems with supervisory direction
- Assemble support items for drills (i.e. mounting slides, shock subs, etc.)
- Introduction to wire radio control valve boxes, cut and solder cable assemblies with supervisory direction
- Learn to test drills, Complete Bill of Materials paperwork specific to assigned jobs, clean & prepare units for shipment with supervisory direction
- Clean and paint both customer orders and inventory parts as they arrive with assistance
- Assist mounting drills on units and assist in other Assembly and/or Paint areas when needed
- Assist TEI Logistics/Inventory as needed with Inventory Receiving, building pallets for shipments, etc.
- Clean, organize, and maintain Assembly and Logistics/Inventory areas

Minimum Requirements

- High school diploma or GED or comparable education training certificate
- Preferred minimum 1 year Mechanical and/or Hydraulic Assembly experience
- Must own complete set of mechanical tools
- Ability to be TEI Forklift certified
- Must possess a current and valid State Issued Driver's License

Abilities Required

- Must be able to identify and properly use Personal Protective Equipment (PPE), demonstrate lock out tag procedures and OSHA requirements and guidelines
- Must demonstrate compliance with OSHA and EPA requirements and guidelines demonstrating safe workplace practices in the identification, handling and storage of hazardous materials
- Must be able to read and interpret Assembly Build Instructions
- Attention to detail and thoroughness in timely task completion
- Ability to stand throughout most of each work shift; lift and carry 50 Lbs. and maneuver up to 100 Lbs.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I have read and understand my job description.

Employee Name: _____

Employee Signature: _____

Date: _____