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DO IT ONCE.**

**Gutterglove®**

## **ASSEMBLY TECHNICIAN I**

**Department:** Production  
**Status:** Nonexempt  
**Reports to:** Production Supervisor  
**Revised:** May 18, 2018

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**Location:** 8860 Industrial Ave, Suite 140 Roseville, CA 95678  
**Wage:** \$12.50 hour plus incentives- Average earnings \$16-\$17.00 hour  
**Hours:** 40 hours M-F 7:00 am -3:30 pm  
**Benefits:** Medical, Dental 401K 4% match  
*Lunch offered employees daily*

**Apply on line:**

**Send resume:** Alex Perdomo [alex@gutterglove.com](mailto:alex@gutterglove.com) 1-877-662-5644

**Summary:**

An Assembly Technician I, works in the warehouse as part of the production team. The Assembly Technician is responsible for assembling product per requirements, following internal assembly instructions and industry standards with the goal of achieving high quality results in an efficient time frame.

**Essential Functions and Responsibilities:**

- Operates and setups work area, equipment and parts as instructed by supervisor
- Assembles components by examining connections for correct fit; building parts and subassemblies according to the product lines specific guidelines to ensure a smooth process of component unification.
- Prepares work to be accomplished by studying assembly instructions, by placing finished goods in appropriate cartons, palletize goods and send to shipping/receiving department for storage or to fulfill pick tickets
- Positions parts and subassemblies by handling small parts and using templates or reading measurements.
- Ability to learn and master new assembly skills as required
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations and report any potential safety issues to supervisor immediately
- Verifies specifications by measuring completed component.; notifying supervisor to obtain additional resources.
- Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; notifying supervisor for repairs
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.
- Contributes to team effort by accomplishing related results, goals as needed.
- Strong communication skills
- Ability to multitask, while keeping a positive attitude
- May perform other duties as assigned

**Required Qualifications:**

- Promote and adhere to the workplace values:
- A high school diploma or equivalent
- Able to follow verbal and written instructions
- Possess basic mathematical skills: addition, subtraction, multiplication and division

**Physical Demands and Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must be able to stand for long periods at a time, performing repetitive work
- Must have good hand-eye coordination with demonstrated excellent manual dexterity for precision alignment
- Must be able to routinely lift 50 pounds unassisted.
- Must be able to routinely bend, reach, and squat as needed

**Success Factors/Job Competencies:**

- Safety: Exhibit a positive attitude and contribute to a safe and fun work environment
- Integrity: Display acceptable social work behavior, be honest and truthful
- Best in Class: Collaborate, innovate, trust others, and work as a team to be the best.
- Highest Standards: Do it Right, Do it Once, produce high, quality, durable products and never cut corners
- Motivation: Demonstrate motivation and willingness to work as a team
- Dependability: Display responsible behavior at work, punctuality and good attendance

**Performance Standards**

- Attainment of monthly goals for incentives
- Annual performance reviews

**Diverse Workforce / EEO:** Gutterglove recognizes and strongly supports the benefits of a diverse workforce and strives to provide a culture that recognizes the unique contributions of each of our employees. Gutterglove is an equal opportunity employer and will consider all qualified candidates regardless of race, color, religion, national origin, gender, age, marital status, veteran status, and the presence of a non-job related handicap or disability, or any other legally protected status.