4/1/2022

**AndyMark, Inc.**

**Position:** Assembly Technician

**Reports to:** Director of Operations

**Supervisory Responsibility:** This position has no supervisory responsibilities

**Job Summary and Key Objectives:** This employee performs repetitive work-station operations to mass produce AndyMark products will using hand tools or power tools.

**Key Responsibilities and Tasks:** *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Responsible for product assembly as determined by the Manufacturing Manager or the Assembly Lead.
- Kits AndyMark products
- Follows assembly instructions and quality procedures
- Operates any equipment needed to perform job duties
- Assists with parts inventory and helps maintain appropriate level of stock parts
- Works within AndyMark's safety culture
- Keep shop and build area clean and organized
- Performs related duties as needed by supervision

**Required Skills and Abilities:**

- Ability to follow directions, work independently and with minimal supervision
- Work with a flexible schedule and demonstrate effective time management
- Adept at working with hand tools
- Confident with use of power tools and equipment, when trained
- Ability to work within a team environment
- Prior kitting, assembly or warehouse experience a plus

**Education and Experience:**

- *FIRST* program experience a plus
- Prior assembly experience a plus

**Work Environment:** While performing the duties of this job, the employee is regularly exposed to vibration, soldering equipment, etc. The employee occasionally works near moving mechanical parts and may rarely be potentially exposed to the risk of electrical shock.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to use hands or fingers to handle, or feel objects, tools, or controls and to climb or balance. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear.

The employee must regularly lift and move up to 10 pounds, frequently lift and move up to 25 pounds and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

**Travel:** There is no requirement to travel for this position.

**EEO/AAP Statement:** *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.