
Job Description



Assembler I

Reports To: Assembly Supervisor
FLSA Status: Non-Exempt
HRB Title: Assembler I
Date Revised: October 2020
Division: Americas
Location: University Park, IL

Summary

Perform duties and follow standardized, pre-determined procedures to operate miscellaneous equipment and assemble a variety of cylinders of average complexity.

Essential Functions and Responsibilities

Work from work orders, listings, charts, blueprints and verbal instructions to:

- Rotate between all departments in manufacturing on a regular basis to meet operating demands.
- Check item descriptions for appropriateness and overall condition of component parts prior to the assembly of various bore size product units.
- Change over, operate and adjust equipment to perform where needed; spin riveting, assembly of piston rod components, and proper forming/sealing operations.
- Assemble product subassemblies and complete units by aligning/mating/various component parts utilizing hand, press, and/or rolling operations.
- Lubricate products.
- Impart product identification on units.
- Clean parts and assemblies as needed.
- Inspect units for free operation and physical imperfections.
- Insert completed units into test stand fixtures and conduct standardized leak tests.
- Package units for free operation and physical imperfections.
- Package units as specified.
- Rework rejected product as specified by test results replacing indicated components.
- Place completed work in designated location.
- Notify supervisory personnel of equipment and operating difficulties.
- Train other employees when requested by supervisor.
- Performs additional duties as requested or required as necessary to obtain Company goals and objectives.

Job Description



Qualifications

Education and Experience

- High school degree or GED
- Some machining experience preferred
- Able to work overtime and Saturdays

Skills and Competencies

1. Demonstrated superior verbal and written communication skills
2. Excellent problem-solving skills
3. Demonstrated ability to multi-task and deal with competing priorities, Self-discipline
4. Able to work in a team

Code of Ethics

IMI requires the highest standard of ethics in all business dealings, with customers, suppliers, advisors, employees and the authorities. The job-holder shall actively ensure that his/her own activities and those of all employees within the Business Unit meet this obligation. IMI's critical standards and procedures related to expected conduct are detailed on our code of responsible business called *The IMI Way*. The job holder is expected to be familiar with these policies and ensure that they are implemented in all areas of control. The code can be obtained online at <http://www.imiplc.com/responsibility/codeofbusiness.asp>.

Work Place Safety

The incumbent is responsible for the Health, Safety, and Welfare of themselves, the environment and other people. The incumbent must comply with all relevant HS&E training and instructions, help to maintain a 'safe' & 'clean' working environment, and use & keep clean any Personal Protective Equipment (PPE) provided by the company.

The incumbent must report any accidents, incidents, and near misses to supervisor or manager and must bring any dangerous/potentially dangerous situations/practices to the attention of supervisor/manager and affected others.

Changes to this Job Description

The Company may amend this job description in whole or part, at any time, without notice.

Where to apply

Send resumes to: Sandra. Martinez @imi-precision.com or call us at 708-534-8544. You can also apply at Bimba Manufacturing 25150 S. Governors Hwy, University Park, IL