

# Assembly Team Member

Reports to the Assembly Supervisor on all matters. The Assembly Team Member will be responsible for general labour and fabrication duties of our products. Duties and responsibilities include but are not limited to the following:

## Education

- High School Diploma or equivalent.

## Years of Experience

- Experience in a manufacturing environment or glass window wall industry is an asset.

## Working Conditions

- Factory plant environment;
- Work may involve some exposure to unusual elements, such as extreme temperature, dirt, fumes, smoke, unpleasant odors, and loud noises;
- Work environment involves some exposure to hazards of physical risks that require knowledge of an adherence to basic safety procedures;
- Work environment requires wearing PPE: safety footwear, safety glasses and hearing protection;
- Promote health and safety in the plant;
- Ability to lift up to 50 lbs.; and
- Flexible to work approved overtime as required.

## Required Skills

- Repetitive motion with hands and arms;
- Standing, twisting head, neck and upper body for entire shift;
- Hand eye coordination;
- Regular attendance is critical;
- Ability to use hand tools and accurately use a tape measure as required;
- Positive working attitude;
- Strong attention to detail and organizational skills;
- Work in a team environment by demonstrating State's core values;
- Good communication skills with the ability to take direction; and
- Ability to work in a fast-paced environment.

## Job Specific Duties

- General labour and/or fabrication duties of aluminum/glass products (windows, frames, glass);
- Assemble parts or component parts;
- Installing aluminum/glass panels into frames;
- Using silicone gun to glue window into frame;
- Machine operation when required;
- Must pay attention to details and make sure customer's glasses are handled carefully;
- Always follow safe working procedures;
- Represent State as required, in business with customers, suppliers, visitors and other team members; and
- Any other duties assigned by the Assembly Supervisor.

