



WINDOWS | DOORS | GLASS WALLS

Assembly Technician-Metal

FLSA Classification

Hourly/Overtime eligible

Reports to

Head of Metal Fabrication

Date

January 2023

Summary/objective

The Assembly Technician uses various metal working tools to produce customized windows and door components from semi-finished materials and assemble these components into finished products according to specifications.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Assembles windows and doors from fabricated metal products per specifications
- Precision glazing of windows and doors
- Assist team with shipping and receiving of products
- Precision cutting, grinding, and graining metal components
- Length cutting of materials required
- Ensures quality and uniform completion; resolves any identified problems and alerts supervisor
- Performs other related duties as assigned

Competencies/Skills & Experience

- Ability to read technical drawings
- Manual dexterity
- Metric experience a plus
- Detail-oriented and consistent
- Works well as a productive member of a team
- Understanding of metal fabrication means and methods
- Ability to improve existing procedures

Physical Requirements:

- Prolonged periods standing and performing repetitive tasks
- Must be able to lift 30 pounds at a time
- Must have manual dexterity to assemble products
- Proper use of PPE required



Supervisory responsibilities

NA

Work environment

Production Shop

Travel required

NA

Required education and experience

- Preferably a Trade School graduate or minimum High school diploma or equivalent
- Experience working in manufacturing is helpful
- Valid driver's license required

- **Salary Range: \$19--\$23 per hour: Actual pay will be adjusted based on an individual's skills, experience, education, and other job-related factors permitted by law.**