



Manufacturing Production Assembly Associate Job Description

Overview

Lean general labor assembly associate working with other team members producing products to meet customer demand. Associates work in a team environment and may rotate between team member assignments within assigned work center and various work centers throughout the plant.

Essential Duties & Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as needed.

- Thorough understanding and use of Dumore Quality Plan in all phases of production
- Setup workstations and produce parts according to specification
- General ability to read and understand work instructions, routings, and blueprints
- Ability to rotate to various work centers including assembly, winding, machining, cleaning parts, testing, and packing
- Operate miscellaneous equipment including lead cutter, drill press, arbor press, hydraulic press, glue station, winding equipment, ovens, lathes, and other hand and power tools required for assembly and rework operations
- Perform in-process and final inspection of products
- Use of basic inspection gauges including calipers, micrometers, and height gauges
- Team player attitude with the ability to work with other associates to address problems
- Keep work area neat, clean, and orderly
- Strong work ethic, excellent attendance record

Education & Experience

High school diploma or general education degree (GED)