

Cooper Standard

Job Description

Job Title: Assembler

Job Code: N0200G

Division/Department Name: Fluid

Grade: Hourly

Reports to: Assembly Shift Supervisor

FLSA Status: Non-exempt OT @ 1.5 over 40\

GENERAL SUMMARY:

The assembly operator is a direct position responsible to insure proper building, testing, inspecting and labeling of various parts. Assemblers work on single cell jobs as well as team cells (clusters).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reads procedure book and verifies appropriate work instruction(s).
2. Completes a traceability form and inserts it in the procedure book. Updates the traceability form with every new box of parts that is opened.
3. Removes the first piece verification sheet to complete with date, shift, clock number and initials. Documents that the applicable procedure book was read.
4. Verifies the leak part on the testers.
5. Completes the insertion machine safety test.
6. Inspects machines for broken or missing guards. If found immediately notifies supervisor.
7. Assembles a "first piece" in accordance to the procedure book.
8. Checks the first piece on the check fixture, marks a green "1" on the piece, labels it with a "first piece tag", and leaves it on the check fixture until the completion of the assembler's shift.
9. Document time checked first piece.
10. If partials exist take out the "last piece" and checks on check fixture.
11. Assembles parts as indicated.
12. Inspects parts, using the check gage to verify the parts are being built correctly.
13. If noted scrap goes over two percent, immediately notifies supervisor.
14. Checks parts throughout shift, documents times and label with applicable tags (i.e. lab). Complete all applicable documents with date, shift and clock number and number of parts.
15. If rejects exist, tags with red reject stickers and places in appropriate reject container.
16. The assembler is responsible to salvage any GOOD components off rejected material before the part reaches the scrap bin.
17. Completes blue or yellow tag for partial box(es).
18. Checks last piece on the check fixture, marks with number "4" in green, tags with "last piece tag", indicates and places prut marked "first piece" in the last box, on top, for inspection check.
19. Completes quality verification records.
20. Cleans work area at end of shift (picks up pruts and sweeps floor, cleans assembly station, turn station off, removes chemical bottles from reservoir and places in rack).
21. Completes documentation of rejects (if applicable) on traceability forms and provides information to floor supervisor.

22. Create an employee culture that is supportive of the establishment of a world class Health, Safety & Environmental Management System through:

- Understanding the regulatory requirements, CS Core HSE requirements, customer requirements, and facility HSE programs relevant to their areas of responsibility.
- Prompt communication of hazards, employee injuries/illnesses and by moving swiftly to proactively eliminate workplace hazards before they cause an incident.
- Understanding how the processes within their areas of responsibility affect the environment and how any adverse effects can be controlled and/or eliminated.

This job description is intended to describe the essential job duties and requirements for the performance of this job. It is not intended as an exhaustive statement of all duties that may be assigned or required.

REQUIRED EDUCATION AND/OR EXPERIENCE

1. High School Diploma or Equivalent

REQUIRED SKILLS AND ABILITIES

1. Reading and writing is a must
2. Visual
3. Upper body dexterity (fingers, hands, arms)
4. Prolonged standing

REQUIRED DECISION-MAKING AND ORGANIZATION IMPACT

1. Ability to detect safety, operating and quality issues that may affect the work environment, production demands and customer specifications.

REPORTING RELATIONSHIPS

1. Report to the shift supervisor
2. No direct reports

WORKING CONDITIONS

1. General working conditions: occasionally hot, noisy, dirty and uncomfortable due to machine noise and temperature variations, some chemical exposure (100%).
2. Physical Effort: this position entails prolonged walking, standing, stooping, bending, twisting, lifting and reaching. Visual ability is essential.
3. Sensory Attention: this job requires attention to detail especially with respect to company compliance for quality and customer specifications.

For more information or to apply, contact:

mprosser@trilliumstaffing.com

989.362.3452

Diana.Miles@kellyservices.com

989.395.1813