

## **JOB DESCRIPTION FOR: Assembler**

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**Department:** Service

**Reporting structure:** Service Center Manager

**Job title and brief description:** The Assembler is tasked with the rework and rebuild spindles, often without prints. This position will use precision assembly techniques to restore the spindle to like new levels of quality and performance. This is a demanding job that requires a strong mechanical aptitude, a knowledge of machine tools, constant attention to detail and the ability to perform very precise assembly work to ultra-close tolerances. The knowledge and use of computers and software is essential.

**Qualifications:**

- High School Diploma or G.E.D. required with a working knowledge of algebra, geometry, and trigonometry
- Three to five years' experience in complex machine building or repair or similar work such as automotive engine/transmission repair work; experience in electronics, programmable controls, pneumatics, and hydraulics desirable.
- Knowledge of bearings, bearing functions and proper bearing assembly protocol.
- Knowledge and understanding of G. D. & T.
- Excellent written and verbal communication skills.
- Requires minimum supervision, except in areas of a unique aspect.
- Must have excellent mechanical abilities.
- Able to read and understand complex blueprints and bill of materials.
- Ability to use and read precision measuring devices.
- Experience with inspection computer software and ERP systems preferred.

**Primary tasks:**

- Prepare component parts for assembly
- Assembly of SETCO and non-SETCO products
- Balance shafts and rotating components.
- Inspection of component parts as needed
- Install motors into spindle housings
- Properly clean and grease pack spindle bearings.
- Enter spindle information into computer for inspection reports.
- Solder connections; install and test electronic components
- Calculate and adjust preload in bearings as required
- Operation of small machines, lathes, grinders, etc.

**NOTE:** Any Employee may be assigned additional or alternate tasks and objectives necessary to achieve departmental or company goals. All job descriptions are subject to revision by the Company at any time and should not be considered a contract of employment.