



Committed to Safety Excellence!

SECTION: EMPLOYMENT POLICIES
SUBJECT: JOB DESCRIPTION

POLICY NO. JD-MFG-06
EFFECTIVE: October 1, 2008
REVISED: August 18, 2018

APPLICABLE TO: Subassembler, Breathing Apparatus

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ISSUED BY: Tom Johnston, Manufacturing Director

APPROVALS: Scott Shearer, CEO

DEPARTMENT: Breathing Apparatus Manufacturing

REPORTS TO: Supervisor, Breathing Apparatus or Supervisor, Subassembly

JOB SUMMARY

This role produces subassemblies for the breathing apparatus equipment and miscellaneous sewn goods. This position performs a variety of secondary duties as assigned. Subassemblers may be required to work in any other assembly position, based on production needs.

DUTIES AND RESPONSIBILITIES

- Build a variety of subassemblies for breathing apparatus and sewing departments.
- Consistent hand placement of parts as described in approved procedures, diagrams, and product samples.
- Responsible for assembly processes at multiple stations throughout the department. Cross-training will be required.
- Use of miscellaneous hand tools as required including small screwdrivers, hand drivers, hot fabric cutters, heat guns, box cutters, scissors, and other tools as needed.
- Use of specialized machinery, as required, including sewing machines, material cutting and burning devices, riveters, and specialized subassembly stations.
- Work as a team member for efficient production of high quality products.

SKILLS AND EDUCATIONAL REQUIREMENTS

- High School diploma or equivalent.
- Manufacturing experience preferred.
- Basic computer knowledge. May be required to report production quantity, hours worked, etc. in a computer program.
- Must be able to use hands for fine manipulation and repetitive activities required for assembly.
- Must be able to stand for up to 8 hours.

INTER-RELATIONSHIPS

Ability to communicate effectively with all employees within the company.
Limited contact with outside vendors, suppliers, and visitors.

WORKING CONDITIONS

- Work Hours: 7:00 AM – 3:30 PM, Monday through Friday. Hours may vary based on business needs.
- Must be able to work overtime and other shifts as needed. Overtime may be mandatory.