



Job Description

Job Title: Machine Build Technician

Supervisor: Operations Manager

FLSA Status: Non-Exempt

Summary:

This position is within the Operations team of RJS Corporation. The Machine Build Technician's primary responsibility is to fit and assemble components to construct, rebuild, and repair machines and equipment per established guidelines and standards. Proper assembly of RJS products and machinery is a very important role within the company as our customers expect quality equipment to meet their needs. The Machine Build Technician position at RJS offers a variety of standard equipment and custom machinery build opportunities. Days and hours of work are typically Monday through Friday on first shift. Additional overtime may be available Monday through Friday and on weekends as needed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Essential Duties and Responsibilities:

Under the direction of the Operations Manager, the Machine Build Technician duties and responsibilities include, but are not limited to, the following:

- Read and interpret blueprints, and other instructions written or verbal, to complete sub-assembly and/or final assembly of customized (typically larger, more complex) products or components according to established guidelines and quality standards
- Verifies conformance of parts to stock list and blueprints
- Use a variety of hand and power tools and equipment to assemble units according to required specifications
- Consult with Engineering for custom product design projects
- Lays out hole locations and drills and taps holes on parts for assembly
- Aligns components for assembly and bolts, screws, dowels, welds, or rivets parts together, or arranges for assembly by others
- Identify faulty components during the assembly process, make adjustments and report them to management
- Verifies alignment and tolerances of moving parts
- Assembles, sets up, and operates machine to verify functioning, machine capabilities, and conformance to customer's specifications. Mechanically supports electricians and programmers as needed
- Inspect items as instructed and provide feedback to management to ensure any quality defects can be avoided in the future
- Maintain a clean work area, returning equipment and tools at the end of the day
- Assist other departments and functions as needed

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to read and follow blueprints and detailed written and/or verbal instructions to assemble complex machinery
- Competent in required job skills and knowledge
- Self-motivated and requires minimal supervision
- Identifies and resolves problems in a timely manner
- Gathers and analyzes information skillfully
- Exhibits ability and willingness to learn and apply new skills
- Exercise personal responsibility and perform work consistently to required standards
- Demonstrate consistent and timely attendance
- Working cooperatively with others
- Owning and exhibiting RJS Core Values – *“Work Smart, Work Safe”*; *“RJS Pride – Quality and Service”*; *“Reaching Success Through Teamwork”*; *“Innovation and Continuous Improvement For Over 65 Years”*; *“Own Our Work, Own the Market”*

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Education and/or Experience:

Technical degree or certification preferred but not required. Three or more years of experience related to assembling capital equipment machinery or complex subassemblies.

Physical Demands:

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk, kneel, and crouch. The employee may occasionally be required to sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually loud.

I hereby acknowledge that I have read and understand the daily job duties of my position with RJS Corporation and can perform them without change or accommodation.

Employee Name (Printed): _____

(Signature): _____

Date: _____