



**JOYCE/DAYTON CORP.**  
**Job Description**

**Position Title:** Assembly Operator

**Reports To:** Materials Control Supervisor

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**Qualifications:**

- Minimum of a high school degree and or related experience commensurate with position responsibilities
- Strong written and verbal communication skills
- Basic understanding of equipment and processes in the area of responsibility
- Effective people skills
- Minimum Requirements:
  - Basic crane and forklift experience including forklift certification
  - Own basic tools
  - Good mechanical aptitude
  - Basic product knowledge
  - Basic blueprint reading skills
  - Capable of understanding and following routing information
  - Basic knowledge of inventory systems
  - Ability to communicate with and work closely with others including scheduling and product control
  - Troubleshooting capabilities
  - Basic record keeping abilities
  - Ability to effectively train new operators
  - Proven ability to inspect work and meet quality expectations
  - Ability to identify and share process improvement ideas
  - Preference of at least 1 year proven experience in a manufacturing environment

**General Responsibilities:**

- Coordinate efforts to safely and efficiently produce products that meet all quality parameters.

**Specific Responsibilities:**

**JOYCE/DAYTON CORP. 1621 N. MERIDIAN ST, PORTLAND, IN 47371**  
**PHONE 260-726-9361 FAX 260-726-7993**

- Interpret MSO's, engineering prints/drawings (when available) and engineering specifications
- Use parts list and retrieve all parts needed to assemble order
- Capability to utilize sand blast & wash/dry equipment
- Depending upon size and type of jack to be assembled, determine appropriate assembly area to work in
- Continually monitor and inspect product and processes throughout assembly
- Visually inspect parts during assembly and take any necessary actions to correct imperfections (example: deburring castings)
- Inspect and test parts for non-conformances (purchased or manufactured) found during any stage of the assembly process
  - Tag appropriately with the following information:
    - Part & MSO numbers, Quantity, Reason for non-conformance
    - Last operation and assemblers' initials, then taken to the final inspection table
- On assembled products that use oil, such as miter boxes and bevel gears, perform hydrostatic tests to check for any leaks
- On product noting special paint instructions, attach a tag to the assembly stating such
- Grease according to chart instructions & place product and paperwork at final inspection station
- Meet all physical requirements (lifting, standing, climbing, etc.)
- Perform other duties as assigned

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