

HIX CORPORATION

Job Description Form



Hix Corporation -Assembly

Reports to- Production Supervisor Assembly

FLSA: Full Time – Non-exempt

Hours: 40 per week

Shift: 6am – 3pm Monday – Thursday

6am – 12pm Friday

Occasional Overtime Required No Travel Expected

Descriptive Summary

Performs repetitive assembly operations to produce products. This position may also perform other production activities, including but not limited to supporting the production team by operating machinery, fabrication, painting, and operating a forklift as well as cleaning and maintaining equipment and the shop floor.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities of the job with or without reasonable accommodation. Duties and responsibilities may change at any time with or without notice.

- Reads and interprets blueprints, product specifications, (BOM) Bills of Materials, and (SOP's) Standard Operating Procedures to determine sequence of assembly
- Uses hand tools, drills, and other equipment to ensure conformity of parts to specifications.
- Places parts in specified relationship to each other
- Bolts, clips, screws, cements to fasten parts together.
- Follows wiring diagrams to identify and install various electrical components and wire them together.
- Inspects assemblies and parts for conformance to specifications.
- Works at different workstations as production needs require.
- Requests materials, parts and supplies as assigned in conformance with system to ensure availability for operations.
- Accounts for Inventory used, cycle counting, assembly time, and expendable materials.
- Daily contribution as a team member is expected with regular attendance and punctuality.
- Other duties as assigned.

Mission and Vision Competencies and Skills

Mission and Vision: Hix Corporation is dedicated to innovative manufacturing of the highest quality equipment and products, serving the worldwide graphics imaging, commercial food, and industrial oven industries: cultivating a rewarding partnership with customers, employees, and suppliers.

- **Pride:** take pride in yourself, in others and in Hix Corporation.
- **People:** treat people fair and be socially responsible. Everyone matters.
- **Partnership:** Respect and value relationships with customers, suppliers, and co-workers. Team attitude is crucial. Value open and candid communication to foster an atmosphere of success.
- **Quality:** Quality by design in our products and the work we do to exceed customer expectations. We value the quality of our environment and will maintain its cleanliness and safety.
- **Integrity:** Committed to the highest level of ethical conduct. Strive to succeed in developing safe products, great environment, equal employment practices and compliance with all laws.



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- **Mathematical Skills:** Ability to add, subtract, multiply and divide two-digit numbers.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Physical Demands/Work Environment

- Regularly stand and reach with hands and arms to finger, handle, or feel.
- Occasionally required to sit, climb, balance, stoop, kneel, or crouch.
- Frequently lift or move up to 20lbs.
- Occasionally lift or move up to 50lbs.
- Regularly exposed to fumes or airborne particles.
- The noise level is usually moderate.
- Exposed to moving mechanical parts and vibrations.

Education/Experience

- High School diploma or equivalent
- One-year related experience or training
- Equivalent combination of education, experience, and training.

EEO

- Hix Corporation is an Equal Opportunity Employer.

I understand and agree to the duties and expectations of my role as outlined in this job description. I can perform the essential function of the job with or without reasonable accommodations.

Employee Name

Employee Signature

Date

Job Description: Assembly
 Revision Date: 03/2020
 HR Authorized Work Code: 3548
 Job Code: 7-100A
 EEO: OP 51-2099 7750