

Position Description

Pump Assembly/Tester

Date: April 2024

Classification: Non-Exempt

Reports To: Production Supervisor

Position Purpose: Sub-assembly, assemble, and test a broad range of hydraulic pump components composed of a large number of component parts within a specific family of products.

Organization Relationships: This position reports to the Production Supervisor and will interact on a regular basis with other staff and management. This position works cooperatively with other organization staff.

Principal Accountabilities/Essential Functions:

- Able to use tools as necessary for the assembly.
- Regularly review and able to read blueprints or drawings.
- Assemble/test different size pumps within either Bosch pump groups or the PVR, HPV group.
- Adjust, fit align and match parts. Identify and correct malfunctions.
- Training and/or assist co-workers as necessary, and as required by department Supervisor.
- Collaborate with department managers and others to ensure successful completion and delivery of operational needs.
- Participate in the maintenance and adherence to efforts by the company to reduce and eliminate any unnecessary cost overruns on damaged equipment.
- Actively participate and support workplace safety efforts to eliminate and avoid workplace accidents and incidents.
- Attendance is an essential function of this position.
- Performing all other duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- High School diploma
- Preference is given to candidates with Associate of Arts or Technical degree in Fluid Power Technology
- Minimum of six months prior assembly experience
- Valid forklift certificate or able to obtain one.

Language Skills:

- Capable of reading and interpreting information, such as reports and general correspondence with the ability to share with others as needed.
- Ability to use a personal computer and standard business and other work-related software with minimal instruction.

Mathematical Ability:

- Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, fractions and decimals.
- Ability to read blueprints.

Mental Essential Functions and Reasoning Ability

- Proven active listening, decision-making, and customer service abilities.
- Ability to work and prioritize independently with the capacity to collaborate with others.
- Manage multiple projects simultaneously with minimal supervision while maintaining attention to detail.
- Capable of demonstrating an understanding of and being sensitive to serving a culturally diverse population.
- Demonstrated ability to learn and apply newly acquired skills, knowledge and feedback.
- Ability to maintain confidentiality and comply with professional ethics and standards.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing these duties the person is regularly required to walk, stand, sit, bend, climb stairs, kneel, or crouch and successfully demonstrate the ability to write and use a computer, operate electronic devices, and operate a variety of hand and power tools.
- Employees in this position may need to regularly lift at least 10 lbs. and up to 50 pounds occasionally and may need to exert themselves while performing the above-mentioned duties.
- Perform a variety of physical labor including climbing ladders, bending, kneeling, reaching, and standing for extended periods of time. Also includes being able to lift boxes, tools, equipment, and materials.
- Must be able to wear the mandatory PPE.
- Ability to work in a manufacturing environment. Can be hot in the summer and cold in the winter.
- Reasonable accommodations will be made as needed to assure staff is safe. Assistance will be provided if the employee is unable to complete a task.



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I acknowledge that I have received a copy of the above position description and have reviewed and understood it.

Staff Signature

Date

Staff Printed Name

Date

Supervisor Signature

Date

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.