



Original Saw Company
465 Third Ave SE
Britt, IA 50423 USA

PH 800.733.4063 - 641.843.3868 FX 641.843.3869

customerservice@originalsaw.com

www.originalsaw.com

Job Description– Original Saw Company/Williams & Hussey Machine and Tool

Title: Machine Assembly/Packaging/Floater

Reports to: Plant Foremen

Job purpose: Miscellaneous milling, drilling and tapping of castings and components; Assist in packaging machinery and accessories; Assemble accessories such as measuring system slider kits, extension table legs; Prepack accessories for ship out; Assist in sub assembly area and table assembly area as work load dictates; Use a fork lift and pallet jacks; Drive company truck to deliver and pick up parts at vendor locations. Job includes flexible work hours.

Key responsibilities and accountabilities:

1. Light machining of small castings and raw material as work load dictates.
2. Perform sub assembly tasks and follow assembly instructions.
3. Assist with packaging machines and accessories
4. Drive company truck to deliver and pick up parts at vendor locations.
5. Work with other employees as part of a team and continually demonstrates a productive and non-disruptive work ethic.
6. Be prompt and on time daily for work.
7. Willingness to take direction from Supervisor and follow that direction, but be able to work with limited supervision.
8. Be capable of reading diagrams, understanding them and other technical documents required by the job.
9. Have the ability and desire to become efficient with mechanical equipment and learn all aspects of job as required.
10. Continually demonstrates a productive and non-disruptive work ethic.
11. Works in such a way as to create a high quality product and to continually improve quality level.
12. Follows all company safety rules as laid out in the company safety manual and all other company policies.
13. Maintain company equipment and work areas in a clean and orderly manner and notify supervisor of any damaged equipment.
14. Be able to track daily duties.

Person-profile template:

- Works well as team member
- Able to follow orders of supervisor
- Specific Job Skills
- Computer/Tablet Skills
- Read diagrams and parts breakdowns and other documents
- Have mechanical skills.

An example is shown here for the role above:

Person profile – Machine Assembly/Floater

Personality: Self-motivated, with a positive outlook and a clear focus on high quality and safety. Gets along with others and is a team player.

Physical Requirements: Be able to work in crouched position at times and stand on concrete floors for long periods as needed to do various job tasks. Be able to lift a maximum of 50 lbs as required by job.

Specific Job Skills: Having some basic mechanical aptitude helpful.

Computer skills: Basic computer and tablet skills are a definite plus but not necessary.

Literacy and Numeric: Able to read manuals, exploded diagrams and various types of measuring devices.

Additional Physical requirements

STANDING/WALKING

Position will require standing on a concrete floor.

LIFTING /CARRYING

The heaviest amount of lift will be 50#. All assembly areas utilize fork lifts and hand operated lifts for any pieces exceeding that weight. Most objects being lift will be lifted from floor to waste. Approximately (36")

SITTING

None to very limited.

CLIMBING

Some areas of the building have steps and ramps (no climbing required)

PUSH/PULL

Position requires being able to push/pull 2 and 4 wheel carts weighing approx. 200#—400#.

CROUCHING/SQUATING/KNEELING

Packaging and other assembly functions may require crouching, squatting, and kneeling.

BALANCE

Good balance is required to do many of the assembly functions.

CRAWLING

Job duties may require a minimum amount of crawling.

REACHING

Position requires reaching approximately 3' while handling equipment and parts that may weigh approximately 10#.

GRASPING/HANDLING

Grasping and pinching is required to operate all equipment necessary to perform job functions such as running banding crimper and hand tools. Good hand dexterity is required to move hands into different positions.

VISION

Good vision is required for reading and checking computerized shipping lists..

HEARING

Being able to hear instructions is an important part of the job.

NOTE: The Company has a program for supplying required safety equipment.