

# Helios Solar Works

## Job Description

**Job Title:** Assembler

**Reports To:** General Manager/COO/Assembly Shift Supervisor

**Send Resumes To:** hr@helios-usa.com

**Summary** Performing routine assembly operations on automated, component solar panel assembly line while maintaining quality and quantity criteria.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Performs shift assembly work on automated, component solar panel assembly line as assigned by management.
- Works at different work stations as production needs require.
- Perform computer based tasks as assigned by supervisor in the assembly line process.
- Meet or exceed hourly/daily/weekly/monthly/annual goals for shift production, quality, cost and delivery.
- Contribute to managing and maintaining cost and quality controls on shift.
- Contribute to meeting quantity and quality of product on shift.
- Assists in factory quality systems, shipping and receiving processes, purchasing/inventory tasks and equipment maintenance processes as assigned.
- Provides input and feedback to management on operating methods and procedures in order to continually improve production standards.

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**Supervisory Responsibilities** None

### **Competencies**

- To perform the job successfully, an individual should demonstrate the following competencies:
- Problem Solving - Identifies and resolves problems in a timely manner.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Teamwork - Supports everyone's efforts to succeed.
- Ethics - Keeps commitments; Works with integrity and ethically.
- Organizational Support - Follows policies and procedures.
- Motivation - Measures self against standard of excellence.
- Planning/Organizing - Uses time efficiently.
- Professionalism - Accepts responsibility for own actions.
- Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals.
- Initiative - Asks for and offers help when 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** High school diploma or general education degree (GED); and 6 months to a year related experience and/or training; or equivalent combination of education and experience.

**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.

**Mathematical Skills** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills** Familiar with automated production software used in assembly operations. Able to do basic entry or read and understand screens.

**Other Qualifications** Ability to work for 12-hour shift. Bi-lingual/Spanish helpful but not required

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

While performing the duties of this Job, the employee is required to stand for entire 12 hour shift; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is seldom required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently 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** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to extreme heat. The noise level in the work environment is usually moderate.

**Compensation** \$9 to \$12 per hour