

	<b>Mechanical Assembler JOB DESCRIPTION</b>	Page 1 of 2
		<b>AD4010</b>
		<b>Rev: A</b>

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**DEPARTMENT:**           **Manufacturing**  
**REPORTS TO:**           **Manufacturing Manager**

**1.0 POSITION SUMMARY:**

Habco Industries is a key provider of products and services that serve the Aerospace Industry. With 4 separate business units, Habco has customers that span both fixed and rotary winged aircraft as well as commercial and military applications. Habco’s customers range from the largest aerospace OEMs in the world to end users of the aircraft as well as maintainers and overhaul and repair operations. Habco is a Lean focused, rapidly growing company that started in 1970 and has doubled in size in the last four years. It is a fast paced environment with a “work hard, play hard” mentality.

**2.0 PRIMARY RESPONSIBILITIES / DUTIES:**

- The Mechanical Assembler will work under the direction & guidance of the project mechanical engineer to assemble or fabricate mechanical parts, pieces or products using a variety of tools and equipment according to required specifications.
- Read, interpret and follow basic blueprints, plumbing schematics, diagrams, engineering drawings, specifications, bills of materials, and other written instructions or procedures to accurately assemble equipment and products.
- Responsible for making brackets for components that mount in side test stands and other pieces of equipment
- Operates a variety of manual and automated equipment to include:
- Involved in a variety of activities to include fabricating/welding, pneumatics, hydraulics and mechanical assembly
- Able to utilize a variety of hand held tools such as a hand held screw and drill gun
- Performing soldering, which is the process in which two or more metal items are joined together by melting and flowing a filler metal (solder) into the joint
- Maintains inventory of product in work stations to ensure efficiency standards are consistently met.
- Responsible for ordering fittings for job assigned.
- Responsible for routine maintenance of equipment in the dept. as well as other assigned duties.
- Perform quality work checks to insure that products consistently meet quality standards
- Identify product defects and complete appropriate documentation when defects are identified
- Rework and/or repair assembled equipment and products according to engineering specification changes
- Perform all work in accordance with quality standards and established safety procedures
- Maintain a clean and safe work area

**Habco is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.**

**All candidates must be a U.S. Citizen or currently have a Green Card to be eligible to work in our ITAR environment.**

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- Able to work with minimum supervision

### **3.0 MINIMUM QUALIFICATIONS:**

(All qualified candidates MUST meet All of these Minimum Qualifications with No exceptions.)

- High School Diploma or GED
- 1-2 years mechanical assembly experience preferred, but not required
- Basic reading skills.
- Must be able to follow directions
- Basic computer navigation and utilization skills
- Ability to perform work accurately and thoroughly
- Ability to use thinking and reasoning to solve a problem and to think in such a way as to produce a new concept or idea
- High attention to detail and self-motivation skills
- Specific technical or vocational training or certification may be required; may be required to pass ruler test

### **4.0 PREFERRED QUALIFICATIONS:**

- MS Word and Excel knowledge
- Some exposure to PLC, C/C++, Visual Basic or LabView programming.
- A basic understanding of AC & DC motors and be able to design simple relay ladder logic.

### **5.0 COMPETENCIES:**

- Have good housekeeping practices
- Good communication skills
- Team player

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