



Girtz Industries
 5262 N. East Shafer Drive
 Monticello, IN 47960
 574-278-7510

Job Title:	Assembler	Job Category:	Hourly
Department/Group:	Production	Reports to:	Production Group Leader
Location:	Monticello, Indiana	Travel Required:	
Level/Salary Range:		Position Type:	Full time - on site
HR Contact:	Colleen Westfall	Date posted:	
Will Train Applicant(s):	YES	Posting Expires:	
Applications Accepted By:			
E-mail: cwestfall@girtz.com		Mail: Girtz Industries c/o Colleen Westfall 5262 N. East Shafer Drive Monticello, IN 47960	
Job Description			
<p>Job Purpose: Assembles metal products such as doors, louvers, enclosures, partially or completely, working at a bench or on the shop floor.</p> <p>Job Requirements:</p> <ul style="list-style-type: none"> • High school diploma or general education degree (GED) with 1 – 3 months related experience and / or training or the equivalent combination of education and experience. • Ability to read and comprehend simple instructions, short correspondence and memos. • Ability to read prints. • 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. • Ability to read and use a tape measure. • Ability to use basic hand tools such as screw driver, wrench, file, grinder, drill, rivet gun. • Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. • Ability to apply common sense understanding to carry out detailed but simple written or oral instructions. • Will be regularly required to stand, walk, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear. • The employee is occasionally required to sit. • The employee must regularly 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. 			



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<ul style="list-style-type: none"> • The work environment is usually loud. • The foregoing work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. • Reliable and predictable attendance required. <p>Job duties:</p> <ul style="list-style-type: none"> • May be asked to act as leader of small team. • Positions parts according to knowledge of unit being assembled and the blueprints for the specific job. • Fastens parts together with bolts, screws, rivets, or other fasteners. • Removes small quantities of metal with hand files or drills (reamers) to produce close fit between parts. • Operates drill presses, punch presses or riveting machines to assist in assembly operation. • Assembles component parts for completion of power modules. • Perform other duties as assigned. 			
Approved By:	Jim Wethington	Date:	10/24/2018