



<b>Job title</b>	<i>Machine Assembly Technician</i>
<b>Reports to</b>	<i>Assembly Shop Supervisor</i>

### **Scope of Position**

Fits and assembles components to construct, rebuild, and repair machines and equipment by performing the following duties.

### **Duties and responsibilities**

- Analyzes assembly drawings, B.O.M. and production order, and performs machine building operations.
- Keep records such as machine books up to date.
- Keep Assembly Lead apprised of parts needed and reworks on parts required.
- Presses or fits bushings and bearings onto shafts or arbors.
- Squares, aligns, and assembles equipment structural components, on machine main frames.
- Lays out hole locations and drills and taps holes on parts for assembly as required.
- Installs moving parts, such as shafts, levers, or bearings, and works them to test free movement.
- Aligns components, and bolts, screws, or rivets them together.
- Verifies alignment and tolerances of moving parts.
- Tests operation of assembly by hand.
- Use precision instruments such as feeler gauges, straight edges, precision squares, dial calipers and dial indicators to perform tight tolerance set up of critical machine components.
- Assembles, sets up, and operates machine to verify functioning, machine capabilities, and conformance to customer's specifications.
- Visually inspect and test machinery and equipment.
- Clean and lubricate shafts, bearings, gears, and other parts of machinery.
- Welding and/or fabrication in house as required (by authorized personnel only).
- Listen for unusual sounds from machine(s) or equipment to detect malfunction and discuss machine operation variations with supervisors or other co-workers to diagnose problem or repair machine(s).
- Dismantle defective machine(s) and equipment and install new or repaired parts.
- Lay out, assemble and install related hydraulic and pneumatic equipment, and repair and replace gauges, valves, pressure regulators, and related equipment.
- Trouble shoot machining defects (when testing).

- Install/Make sure all safety devices are working properly, i.e., motor brakes, safety guards, e-stops, etc. Fix or repair as needed per Hasko specifications and machine requirements.
- Must be able to work out of town on machine start ups and service calls. (Optional)
- Work and communicate well with others.
- Represent Hasko, Inc. in a professional manner.
- Other duties may be assigned.

### **Qualifications**

- High school diploma or general education degree (GED); or 6 to 12 months related experience and/or training; or equivalent combination of education and experience. Ability to read and interpret schematics of pneumatic, hydraulic, and electrical systems.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute feed rates using feed roll diameter and shaft rpm in feet per minute, ratios for pulley/belt and sprocket/chain drive systems.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- While performing the duties of this job, the employee is 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; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Working conditions**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.