



## **ASSEMBLY HELPER**

### **Employer**

Galaxy Technologies  
1111 Industrial Road  
Winfield, KS 67156  
620-221-6262

### **Job Description**

Essential Functions include the following, other duties may be assigned.

- Obtains information from assigned supervisor on daily job requirements
- Completes assignments within due date and/or ties in with assigned supervisor
- Maintains quality standards by being involved in the projects and ensuring full understanding of task at hand
- Performs maintenance on department machinery, equipment, and tools as assigned
- Becomes familiar with the quality system requirements
- Stress Relieve Material (Vibratory), Sand Blast raw material (Must pass Pulmonary test), and operate Power Washer.
- Maintains safe and clean working environment by complying with procedures, rules and regulations. Secures tools, materials and equipment at end of day.
- Contributes to team effort by actively participating in team meetings.

Additional Responsibilities as needed.

- Provides assistance to coworkers and other departments.

Qualifications and Requirements: 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.

- Ability to sufficiently communicate detailed information to coworkers and management using good written and verbal communication skills.
- Ability to interact in a positive and professional manner to develop and maintain strong working relationships with coworkers and management.
- Ability to read and interpret documents such as blueprints, procedure manuals and job instructions.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions and percentages.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to manage time effectively and prioritize tasks to meet deadlines.
- Strong attention to detail and organizational skills.
- Ability to read tape measure.
- Ability to use hand tools and power tools.
- Ability to operate computer and computer software, to include Microsoft Office products.
- Ability to use hoist and forklift.
- Ability to use department equipment such as shop machinery and equipment.
- Ability to maintain confidentiality.

Physical Demands and Work Environment: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 required to talk and hear. The employee is frequently required to stand, bend, kneel, climb stairs and walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment is usually a well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation. Minimal exposure to outside elements. The noise level in the work environment is frequently high. The work environment frequently requires the wearing of personal protective equipment (PPE) including hearing protection, eye protection and foot protection.

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