

## **ASSEMBLY**

TPI dba Telecom Products, Inc.  
1136 North 1st Street Garland, TX 75040

### **JOB DETAILS**

Job Type: Full-time

Number of hires for this role: 2

### **FULL JOB DESCRIPTION**

#### **Assembler Job Responsibilities:**

- Produces components by assembling parts and subassemblies.
- Reads and deciphers schematics, blueprints, and assembly instructions.
- Positions or aligns components and parts, either manually or with hoists.
- Uses hand tools or machines to assemble parts.
- Conducts quality control checks.
- Cleans and maintains work area and equipment, including tools.
- Prepares work to be accomplished by studying parts lists and gathering parts, subassemblies, tools, and materials.
- Positions parts and subassemblies by using templates or reading measurements.
- Assembles components by examining connections for correct fit, fastening parts, and subassemblies.
- Verifies specifications by measuring completed components.
- Resolves assembly problems by altering dimensions to meet specifications; and notifying supervisor to obtain additional resources.
- Keeps equipment operational by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, and calling for repairs.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Maintains inventory by checking stock to determine supply levels, placing and tracking orders, and verifying receipt of supplies.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.

### **QUALIFICATIONS**

#### **Assembler Skills/Qualifications:**

- Mechanical and technical skills
- Physical stamina and strength
- Safety management mindset
- Focus on quality control

- Dexterity and hand-eye coordination, including the ability to grasp, manipulate, and assemble parts and components that are often very small
- Color vision may be required if your company makes electrical and electronic products that include color-coded wiring

#### **Education, Experience, & Licensing Requirements:**

- High school diploma or GED
- Previous manufacturing experience

#### **COMPETENCIES**

- Thoroughness.
- Time Management.
- Ability To Follow Instructions.

#### **WORKING CONDITIONS**

LIFTING: UP TO 50lbs.

FREQUENCY: Daily

#### **MORE DETAILS**

Schedule: 8-hour shift with potential overtime

Typical start time: 7 AM

Typical end time: 3:30 - 5:30 PM

Pay Frequency: Weekly

Work Location: One location

Work Remotely: No

TPI's website: <http://www.tpitexas.com>

Benefit Conditions: A waiting period may apply.

#### **COVID-19 Precaution(s):**

- Face masks are required without vaccination.
- Personal protective equipment provided and required.
- Temperature screenings.
- Sanitizing, disinfecting, or cleaning procedures in place.

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Apply online:

<https://tpitexas.com/careers/>