

# Mechanical Assembler

## Location

Centennial, CO

WORK FOR THE BEST - BE TREATED THE BEST!

## **WEIFIELD: WORK FOR THE BEST, BE TREATED THE BEST**

Successful electricians at Weifield can become foremen, supervisors, estimators, project managers – and move into upper management positions; **your drive and abilities determine how far you go!**

Weifield is a national leader in cutting-edge construction with nearly 700 employees across all our regions; more than 70% of the General Contractors in Colorado, Wyoming, Tennessee, and Texas rely on our expertise to provide quality electrical projects.

Weifield's company values are our PACT: People, Advancing, Community, and Trusting Relationships. Because People is Weifield's #1 company value – we show our appreciation with more than just a competitive salary.

## General Job Description

The mechanical assembler will be required to assemble or fabricate mechanical parts, pieces or products using a variety of tools and equipment according to required specifications in a specific area of a production line in a manufacturing organization.

## Company Responsibilities

- Business Process Analysis and Documentation: Research, analyze, and document the electrical project process at Weifield finding ways to be more efficient and profitable.
- Identify Solutions for Improvement in the Organization: Through process analysis, this individual shall determine areas of improvement in terms of efficiency and company effectiveness, developing appropriate solutions.
- Information Dissemination: Develop and facilitate high-quality and high-frequency communications throughout the company. Investigate and implement tools to achieve these goals.
- Company "Handyman": Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
- Training/Mentoring: Promote the professional growth of the team. Continually pursue opportunities for personal career/training development.
- Recruiting: Continually seek and refer potential employees to the Weifield Human Resources department and the management team.
- Industry Awareness: Continually seek industry and market information to provide Weifield with the information necessary for successful business development.
- PACT: Promote and work as a living example of the company values.
  - People - Demonstrating fiscal responsibility, physical well-being, and integrity, every day, and empowering each other to be the best we can be through genuine caring and opportunities for teaching, learning, and celebrating together.
  - Advance Process - Developing, communicating and improving our processes to achieve quality, training, and consistency, sharpen our focus, and lay the groundwork for continuous improvement.

- Community - Giving our time and financial resources to worthy causes in order to make a meaningful difference in the places we live, work, and play.
- Trusting Relationships - Building our business through trusting relationships and caring concern for the well-being of our clients, vendors, and all other stakeholders.

### **Job Specific Responsibilities**

- Be accustomed to a fast-paced, deadline-driven environment, working with their hands and power tools
- Read, interpret and follow basic blueprints, diagrams, engineering drawings, specifications
- Be able to work with electrical components like circuit breakers and electrical cabinets.
- Utilize handheld tools such as a screwdriver and a drill.
- Maintain inventory of product in workstations
- Perform duties as assigned by shop supervisor
- Maintain a clean and safe work area
- Participates in the general housekeeping of plant and work area
- Demonstrates a willingness to assist co-workers in areas outside of their direct responsibility
- Consistently meets production goals, ensures the accurate and timely completion of production orders.
- Is accountable to immediately report any problems or issues that could impact the quality
- Participate in all continuous improvement programs by offering suggestions and exhibiting initiative in areas within direct control.

### **Job Specific Accountabilities:**

- Follow Direction
- Demonstrate Tool Use
- Ability to Setup Assembly Stations
- Safety
- 5S Maintenance

### **Qualifications/Skills Required**

- Demonstrate mechanical ability.
- Be at least 18 years of age.
- Ability to read blueprints and work orders.
- Ability to read a tape measure.
- Requires a normal range of hearing and vision.
- Must have basic reading, writing and arithmetic skills.
- Candidate must have a proactive approach to problem solving.
- Possess strong interpersonal skills in order to work in a diverse and fast-paced environment.
- Great attendance
- Self-motivated and flexible to accommodate changes in Weifield Group's business strategies.

### **Physical Demands**

- Standing – Remaining on one's feet in an upright position at a work station without moving about, for extended period of time.
- Walking – Moving about on foot.
- Sitting – Remaining in the normal seated position for extended periods.
- Lifting – Raising or lowering an object (~50 lbs.) from one level to another (includes upward pulling).

- Carrying – Transporting an object, usually holding it in the hands or arms, or on the shoulder, e.g., tools equipment, and materials up to 50 lbs. up to 10 feet.
- Pushing – Exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking and treadle actions)
- Pulling – Exerting force upon an object so that the object moves toward the forces (includes jerking).
- Ascending or descending ladders, lifts, stairs, scaffoldings, ramps, poles and the like. Body agility is emphasized.
- Maintaining body equilibrium to prevent falling when walking, standing, crouching or running on narrow, slippery, or erratically moving surfaces.
- Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Bending legs at knees to come to rest on knee or knees.
- Bending body downward and forward by bending legs and spine.
- Crawl over, under and into equipment as necessary to perform job duties. Moving about on hands and knees or hands and feet.
- Extending hand(s) and arm(s) in any direction.
- Seizing, holding, grasping, turning or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.
- Picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Perceiving attributes of objects, e.g., size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
- Work environments may be noisy, congested, and/or in confined spaces.
- Must be able to read and understand technical documents, blue prints and work orders.
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Requires full range of body motion including handling and lifting, manual and finger dexterity.

### **Working Conditions**

- Ability to perform duties in extreme varying temperatures, e.g., exposure to hot, cold, wet, humid, or windy conditions, on your feet, 8 to 10 hours daily up to 6 days a week.
- Job requires employee to wear required personal tools and belt with them at all times.
- Work from all types of ladders, stepladders up to 14', "A" frame ladders and all size extension ladders.
- Carry and relocate extension ladders up to 20' stepladders up to 12' by yourself.
- Employee's personal weight with personal tools cannot exceed weight limit of ladder (Class 1 - 250 lbs., Class 1A - 300 lbs.).
- Perform work at various heights, up to 50' from ladders, scaffolds, aerial lifts, catwalks or other safe work areas.
- Work in restricted areas, switchgear room, manholes, utility tunnels, crawl spaces, attics and vaults.
- Wear personal protective equipment, e.g., safety shoes, safety glasses, gloves, masks, and earplugs at all times.
- Follow special procedures including contamination control, noise control, vibration, building systems awareness and procedures.
- Candidate must be able to work night shifts and mid shifts, as required by customers.
- Respond to short notice overtime requirements.

### **Starter Kit**

Weifield Group offers this kit to new employees in need of the tools. The kit can be purchased and paid for with monthly payments taken from employee's paycheck. See Tool Agreement form for further details.

- Knife
- Tape Measure
- Side Cutting Pliers (Kleins) 8" Channel Locks 10"
- 10 in 1 Screwdriver
- Flat Head Screwdriver Large Phillips Head Screwdriver
- Wire Strippers
- Diagonal Pliers 8" Adjustable Wrench 10" Tool Pouch
- Belt

**We offer our employees a comprehensive, people-focused benefits program:**

- **Physical [Stay Well] | Emotional [Be Supported]**
  - Weifield-sponsored Medical, Dental, and Vision
  - Gym memberships
  - Ongoing employee athletic events
    - Tough Mudder, 5K/10K races, truck pulls, & more
  - Employee Assistance Program through Mines & Associates
    - 5 free sessions per family member for counseling, career coaching, financial/legal guidance
  - Cigna mental health & lifestyle programs
  - Flexible time off & paid time off
  - Sabbatical eligibility at 15 years
  - Crisis event support
    - Helping Hands financial assistance program, HR Return to Work assistance, PPE
  - Future betterment committees
  - Open door policy
- **Fiscal [Plan My Future]**
  - Financial planning assistance
    - Outside referral options for personal life/property insurances and legal assistance
  - Ability to become eligible to purchase company shares
  - Referral bonus & company incentive plans
  - Employee discounts
    - Mortgage assistance
    - Verizon Wireless
  - Weifield-sponsored 50K life and ADD plans
  - 401K program
    - 4% match after one year
  - Financial literacy training
- **Social [Enjoy My Work]**
  - Teambuilding events
  - 7 paid holidays/year
  - Nonprofits: Company match to employee-supported charities
  - Company communications
  - Ongoing events
    - Tickets and numerous company and family events per year
  - Holiday celebrations & contests
  - Philanthropy events supporting our charities

- **Knowledge [Grow My Career]**
  - Continuing education credits
  - OSHA and NICET/Blue Card trainings
  - Testing prep assistance
    - Electricians/apprenticeship graduates for Journeyman’s test
  - 4-year paid apprenticeship including books
  - Tuition reimbursement for college coursework related to position
  - Weifield University
    - Ongoing training program
  
- **Recognition [Be Rewarded]**
  - Employee anniversary awards & gifts
  - Cash for anniversary tenure
    - \$10K at 10-year anniversary
  - Employee of the Month recognition & awards
  - Apprenticeship graduation gifts
  - Project of the Year trip with Weifield leadership
  - Crew of the Month lunches with Red Wing Boots truck gift
  - Holiday gifts
  - Recognition/gifts for Journeyman’s license/field achievements

In addition to our amazing people, we take pride in our innovation, our legacy of excellence in our industry, our strong community focus, and our fantastic family-oriented work culture – as evidenced by our Top Workplaces recognitions in our regions (10 years running in Colorado, achieved by less than 5% of all companies)!

We’re seeking the best talent to build an unstoppable team – and we hope you will become a part of it.

We look forward to meeting you!

**Compensation Package**

<b>Start Date</b>	TBD
<b>Status</b>	Full-time
<b>Pay Rate</b>	Non-Exempt Status  Centennial/Denver: Pay Range \$17 - \$21 an hour
<b>Employee Health Insurance</b>	Healthcare 100% of the employee medical “Base Plan” by WGC 1 <sup>st</sup> of the month after 60 days of employment, not to exceed 90 days of employment
<b>Voluntary Dental/Visio n Insurance</b>	Portion paid by employee based on coverage selection 1st of the month following 60 days, not to exceed 90 days of employment
<b>Disability &amp; Accident Insurance</b>	Portion paid by employee based on coverage selection 1st of the month following 60 days, not to exceed 90 days of employment

<b>Life Insurance</b>	50K Life and ADD policy for employee only, paid by employer 1st of the month following 60 days, not to exceed 90 days of employment
<b>HSA Plan</b>	Employee can set aside \$3600 pre-tax dollars /\$7200 for Family 1st of the month following 60 days, not to exceed 90 days of employment
<b>HSA Company Contribution</b>	Up to a max of \$600 annually, contributed through four quarterly contributions. The employee must have active work hours on the week of assistance to be eligible. This amount is inclusive in the calculation of the max contributions allowable under an HSA plan.
<b>PTO</b>	Accrued 10 days per year 1-2 years, 12 days per year 2-5 years, 14 days per year 5-7 years, 16 days per year 7-10 years and 20 days per year 10+ years. Seven paid holidays per year.
<b>401k/Safe Harbor</b>	Participate after 60 days. Weifield matches 100% of investment up to 4% after one year of consistent employment.
<b>Pension</b>	Paid on prevailing wage projects
<b>Cell Phone</b>	No
<b>Car Allowance</b>	No
<b>Background Check/ Drug Test Required</b>	Yes
<b>Work Schedule</b>	Varies by jobsite. This position may require nighttime, weekend, holiday, and overtime work which will be compensated at adjusted rates.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. This is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by management as deemed appropriate. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

**Weifield Group Contracting Inc. is an Equal Opportunity Employer.**