



## PCI Manufacturing

### Job Description

**Job Title**            **Fabrication Assembler of PCI Manufacturing**

#### **Job Summary**

Reporting to the appropriate management of PCI Manufacturing, the Fabrication Assembler is multi-skilled position primarily responsible for assembling together component parts or pieces for the Lane Shark product line while adhering to a specified set of work instructions or schematics. Performs various manual assembly related tasks necessary to ensure proper deck assembly is achieved within a production environment and with daily/weekly production quota requirements.

#### **Job Classification**

This position is classified as non-exempt

#### **Duties and Responsibilities**

- Primary responsibility is to independently assemble Lane Shark units (decks), sub-assemblies, and associated hardware in accordance with work instructions, contract requirements, and production demand.
- The Fabrication Assembler is generally the last person to perform touch labor on the deck prior to shipment. This role requires critical attention to detail necessary to ensure the deck is 100% completed for all aspects of assembly, safe handling, and presentation to the end user.
- Inspects, tests, and adjusts assembled units necessary to ensure that each unit meets assembly specifications, tolerances, customer order requirements, and to confirm no defects are present.
- Assembles parts, aligns, and fastens units to assemblies, sub-assemblies or frames using hand tools, power tools, and lifting devices to produce mechanically sound units.
- Verify the correct quantities of components parts and quality checking completed items.
- Reads and understands work instructions, blueprints, and specifications necessary to determine component parts and assembly sequences of mechanical units.
- Cleans and lubricates parts and sub-assemblies in accordance with customer approved specifications for fit, form, and function.
- Performs daily pre-operational inspections of tooling and equipment, documents the results, and reports any discrepancies, damaged, or defective parts to leadership.
- Cleans and deburrs all parts for assembly while also keeping tools, fixtures, and work areas clean and organized to ensure a safe unit is delivered to the customer free of sharp edges.
- Attaches labels and stickers to finished products, packaged parts, and materials.
- Documents information relative to assembly as required for process control measure.
- Supports all aspects of Small Fab operations when no assemblies are being performed.
- Directly responsible for materials, components, parts, company assets, and other items located in the assembly area once withdrawn from inventory control.
- Performs other duties as assigned by management as needed.



100 Brookwood Rd  
Atmore, AL 35602  
creekindianenterprises.org

Ecke Holding Company, dba PCI Federal Services  
is owned by the Poarch Band of Creek Indians,  
a Federally Recognized Indian Tribe.  
www.pci-rsn.gov  
www.pcifederalservices.com



### Qualifications

- High School diploma or GED preferred.
- A minimum of two (2) years' experience performing mechanical assembly, automotive mechanic, or small engine repair type work required.
- A minimum of two (2) years' experience in inventory management and control or closely related work environment required.
- Must be able to independently perform daily duties, activities, and assignments relative to assembly and inventory management in a fast-paced production environment with daily/weekly quota requirements.
- Must possess and demonstrate the ability to safely utilize hand tools, lifting devices, and power tools necessary to meet daily production requirements.
- Ability to follow oral and written technical instructions with excellent hand-eye coordination.
- Must be adaptable to a changing work environment, competing demands and be able to deal with frequent changes, delays, or unexpected events relative to manufacturing.
- Must possess organizational and time management skills.
- Must be able to routinely perform physical labor, such as standing, bending, and carrying items weighing up to 50 pounds.
- Must possess the ability to pass forklift certification.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the CIEDA and PCI Manufacturing Safety, Personnel Policies and Procedures.

### Physical Requirements

The physical demands described herein are representative of those which must be met by an employee to successfully perform the essential functions of the job. Employees must possess the ability to work in a production environment.

To visit other company sites, employees must be able to operate a motor vehicle which may require sitting for prolonged periods of time. Must possess the ability to quickly adjust controls, see details at close range, respond quickly to signals, and quickly move hands with arms to grasp, manipulate, or assemble objects. Must have hearing and speech to communicate in person in a noisy environment, before groups and over the telephone. Standing in work areas and walking between work areas will be required. This position requires an employee to bend, stoop, kneel, crouch, crawl, climb or balance, reach, push, and pull. The employee must regularly lift and/or move up to 50 pounds.

*PCI Manufacturing LLC (PCIM) is an equal opportunity employer. PCIM does not discriminate on the basis of age, sex, race, national origin, religion, marital status, sexual orientation or identity, or disability.*

*Preference may be extended to qualified Native American Indian candidates.  
in accordance with applicable federal law.*



100 Brookwood Rd  
Atmore, AL 35602  
[creekindianenterprises.org](http://creekindianenterprises.org)

Ecke Holding Company, dba PCI Federal Services  
is owned by the Poarch Band of Creek Indians,  
a Federally Recognized Indian Tribe.  
[www.pci-nsn.gov](http://www.pci-nsn.gov)  
[www.pcifederalservices.com](http://www.pcifederalservices.com)