



PRODUCTION ASSEMBLER I

Job Responsibilities

- Responsible for the assembly of parts to produce products.
- Studies assembly instructions, gathers and prepares parts tools to assemble parts.
- Assembles components following installation drawings.
- Properly fills out the Manufacturing order as work is completed
- Resolves assembly problems and notifies supervisors as issues occur.
- Assists with maintaining inventory level and keeps equipment and tools in good working condition.
- Fully participate in and support the Fulcrum Concepts Quality Management System.
- Ensure Quality Control and safety standards are observed and followed.
- Must be able to read and interpret manufacturers' maintenance manuals, service bulletins, technical data, engineering data, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.
- Gathers and arranges materials
- Assists with Drafting and maintaining production logs, inventories, documentation, and reports including those outlining procedures, batch records, inventory, productivity, changeover, and progress
- Assists Mechanics with tasks as needed.
- Assists engineers with tasks related to development, construction, and evaluation of prototypes, new products, operations, and/or procedures
- Reports Directly to the Production Supervisor
- Performs other duties as assigned by supervisor
- Ensures compliance with health and safety laws, regulations, and best practices

Physical Requirements

- Ability to lift and carry up to 50lbs.
- May be necessary to stand for long periods of time
- Ability to sit, stand, crawl, climb ladders, and work in tight spaces as required

Give me a lever long enough, and a fulcrum on which to place it, and I shall move the world - Archimedes



804.785.1017
804.785.1081 [fax]



FulcrumConceptsLLC.com
info@FulcrumConceptsLLC.com



1776 Patriot Way
Mattaponi VA 23110

Knowledge and Experience

- 0-2 actual and recent aircraft structural maintenance / repair experience is required.
- Must learn the knowledge, skills, and abilities and use of special tools/equipment required to perform assigned maintenance tasks is mandatory.
- Must be able to meet physical requirements associated with and/or pass any medical examination requirements related to performing daily assigned tasks.
- Customizing and fabricating experience preferred.
- Rotary Wing experience preferred.

Additional skills that are not required but beneficial include:

- Proficient in Microsoft Office applications (e.g., Word, PowerPoint, Excel, Access, and Outlook).
- Must be able to be trained and licensed to operate forklift and other pertinent Aviation Ground Support Equipment (AGSE) and Material Handling Equipment (MHE).

Security Clearance Requirement

- Subject to a security investigation and may need to meet eligibility requirements for access to classified information and a SECRET, TS, or TS/SCI clearance may be required as well.

Education

- High School graduate or equivalent required
- Associates Degree preferred
- Airframe and Powerplant (A & P) Mechanic certification preferred.

Benefits include:

- 401(k) Safe Harbor Savings Plan
- Medical, Dental, and Vision Insurance Plans
- Short and Long Term and Disability
- Vacation and Sick Leave Packages
- 13 Paid Holidays each year
- 9/80 Work Schedule

The assigned personnel are responsible for the listed duties and responsibilities plus any other direction and responsibilities assigned by the Managing Members.

Fulcrum Concepts, LLC is a service disabled, veteran-owned, small business that provides innovative services and products to solve requirements for its customers. Fulcrum Concepts, LLC specializes in solutions for tactical aviation organizations and is structured to provide comprehensive solutions that begin with an initial requirement and end with fielded products. At Fulcrum Concepts, the unique combination of operational experience and a robust aerospace engineering capability enable the company to provide elegant, lightweight, enduring solutions for its customers.

Fulcrum Concepts, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Fulcrum Concepts, LLC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

