

Job Description **Frame Assembly**

Summary:

The Frame Assembly position is responsible for assembling solid wood, high end, high quality upholstery frames.

Essential Duties and Responsibilities include the following:

- Responsible for reading the ticket and asking questions to understand what is stated on the ticket for the order.
- Organize and look for defective parts (replace if necessary), dowel necessary parts the start sub-assembling the frame, tie in parts when needed to make sure all contact surfaces are covered with glue.
- Bottom out the frame (build base parts), tie in parts when needed, make sure all contact surfaces are covered with glue.
- Check and square up the frame (tape measure reading required) and make sure frame is level.
- Apply corner blocks (double check to make sure it is level and square and make sure joints are tight with no cracks), tie in parts when needed, make sure all contact surfaces are covered with glue.
- Wash off excess glue squeezed out from fitted joints with a damp rag and tooth brush.
- If frames requires arm assembly, use proper gauges to make sure these are in the correct place, tie in parts when needed, make sure all contact surfaces are covered with glue.
- Review frame and verify there are no defects and take to the next work station.
- Must be able to properly use wide crown staple gun, tape measure, screw driver, drill, bar clamps, belt clamps, ziz wheel, brad nail gun, hammer (metal and rubber), and staple gun.
- Must be able to work with dowel pins, glue, screws, staples, nails of all types, flue brush and assorted tooling attachments.
- Must be able to tie parts together on frames (flush joints/welt grooves).
- Must be willing to train to build upholstered beds.
- Must follow all safety policies and procedures
- All other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Ability to Execute - Targets and achieves results, sets and accomplishes challenging goals, prioritizes and manages tasks effectively, maintains an organized system to monitor progress, overcomes obstacles, accepts accountability, sets standards and responsibilities, may provide leadership/motivation.

Commitment to Task - Meets commitments, works independently, accepts ownership of projects and outcomes, takes personal responsibility and sets objectives/standards, stays focused under pressure, meets attendance/punctuality requirements, shows a sense of urgency about getting results.

Communication - Clearly exchanges thoughts, ideas and messages through written, verbal and non-verbal methods that promote an understanding with the target audience. Creates accurate and punctual reports, delivers engaging presentations, shares information and ideas with others in a timely manner. Listens carefully and attentively.

Customer Focus - For both internal and external customers, builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met in a timely manner, solicits opinions and ideas from customers.

Diversity - Supports an inclusive workplace, incorporates different viewpoints and ideas to maximize performance and contributions of employees, develops strengths in team members, deals respectfully with colleagues, customers and vendors at all levels, understands his/her role in building and sustaining a culture of high performance.

Initiative - Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development, demonstrates a bias for action without prompting.

Innovation - Generates new ideas, challenges the status quo, pursues ongoing improvements, supports change, encourages originality, solves problems creatively.

Quality - Is attentive to detail and accuracy, is committed to excellence, continuously looks for improvements, finds root cause of problems, owns/acts on problems, seeks opportunities to increase effectiveness and efficiency.

Safety Mindset - Promotes a respect for safety, keeps workplace clean and safe, supports safety programs, policies/procedures, takes preventative and corrective action to address potential safety hazards and prevent future injuries, resists temptation to cut corners where safety is concerned, follows all safety related company policies and complies with location specific safety rules, drives safely on and off company property.

Qualifications

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.

Education and/or Experience

High School Diploma or GED required.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. May require the ability to write routine reports and correspondence. May require the ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Must have basic knowledge of computer programs.

Other Qualifications

This position requires excellent communication skills, and analytical and problem-solving skills. Must be able to multi-task and have good organizational skills. Must be able to read a tape measure reading down to 1/32".

Physical Demands / Work Environment

The physical demands described in the Task Development Worksheet 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.

The work environment characteristics described in the Task Development Worksheet 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.

Task Development Worksheet For: Frame Assembly

Essential Functions

Frequency and number of hours performed:

	Frequency							Number of hours each day				
	Continuous	Intermittent	<1	1	2	3	4	5	6	7	8	>8
Sit		X	X									
Walk		X				X						
Stand	X									X		
Bend		X		X								
Squat		X		X								
Climb		X	X									
Kneel		X		X								
Twist	X									X		

Hand/Arm/Foot Manipulation	Right Y/N	Left Y/N	Frequency
Grasping?	Y	Y	F
Pushing/Pulling?	Y	Y	C
Fine Manipulation?	Y	Y	O
Keying?	Y	Y	R
Reaching above shoulder level?	Y	Y	O
Reaching at or below shoulder level?	Y	Y	O
Repetitive foot use to operate controls?	Y	Y	F
Special visual or auditory requirements?	Y	Y	F

Lifting and Carrying Demands:

*N=Never, R=Rare (<1 hr.), O=Occasionally (1-3 hrs.), F=Frequently (4-6 hrs.), C=Continuous (>6 hrs), I=Intermittently

Weight	Lift Frequency (N,R,O,F,C)*	Carry Frequency (N,R,O,F,C)*
<10 Lbs.	F	F
11-25 Lbs.	F	F
26-50 Lbs.	F	F
51-75 Lbs.	R	R
76-100 Lbs.	N	N
>100 Lbs.	N	N

Longest distance carried: 5-10 feet

Heaviest item carried and how far: 50 lbs. /5-10 feet

Other:**Y/N**

Driving cars, trucks, fork lifts, moving equipment?	N
Working near hazardous equipment and machinery?	Y
Walking on uneven ground?	Y
Exposure to dust, gas or fumes?	Y
Exposure to noise?	Y
Exposure to extremes in temperature or humidity?	Y
Working at heights?	N