



Game Assembler

Location: 1077 Glenbrook Drive, Pulaski, WI 54162

Hours: Monday- Thursday 5:00am-3:30pm. Overtime maybe be required based on business need.

Position Summary: This role will assemble games through adding raw material and sub-assemblies as the game moves through the production line. The Game Assembler will be expected to learn many operational processes and use various types of hand and power tools. Achieve targeted results in safety, production output, and ensuring customer & Bay Tek quality requirements are understood and met throughout assembly. As well as assist in driving improvement initiatives in alignment to continual improvement tactics.

Responsibilities:

- Position parts in specified relationship to each other
- Bolts, screws, clips, cements, or otherwise fastens parts together
- Works on the production line as a member of an assembly group assembling multiple parts and passing the unit to another worker
- Apply brackets to different parts of the game and make sure all screws are secure
- Drilling at an angle, straight up and down; using the right size bit
- Spray painting
- Sanding and gluing
- Operate Air Nail Gun to assemble components per instruction manual
- Operate Air Staple Gun and Screw Machine
- Apply decals
- Put incoming parts away
- Examine game for quality work from the previous workstation
- Provide input to update build manuals so they remain current and a useful reference tool
- Actively participate in the Continuous Improvement process
- Works at different workstations as production needs require or shifts from one station to another as needed
- Maintain a neat, organized workspace
- Communicate Game quality issues to the appropriate department

Education/Training:

- High school diploma or general education degree (GED); or one to three months of related experience and/or training; or equivalent combination of education and experience

Knowledge/Skills/Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situation
- High level of attention to detail; demonstrates accuracy and thoroughness
- Identifies and resolves problems in a timely manner; works well in group problem solving situations
- Strives to continuously build knowledge and skills, shares expertise with others
- Active listening skills while remaining open to other's ideas
- Contributes to building a positive team environment and supports other efforts to succeed
- Exhibits confidence in self and others
- Consistently looks for ways to improve and promote quality and efficiencies
- Observes safety and security procedures, reports potentially unsafe conditions
- Completes work in a timely manner with the ability to deal with frequent change, delays, and/or unexpected events
- Basic carpentry/wood working knowledge, familiar with small power tools
- To perform this job successfully, an individual should have basic knowledge of computer operations

Travel Requirements:

- Minimal

Physical Requirements:

- Regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear
- Occasionally required to climb
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

Materials and Equipment Utilized:

- Ability to operate a variety of hand tools
- Basic knowledge of computer operations
- Safety equipment; Safety glasses, hearing protection as required, cut resistant gloves as required and steel toes in required area

Working Environment:

- Manufacturing environment
- Frequently exposed to moving mechanical parts, fumes or airborne particles and risk of electrical shock
- Noise level in the work environment is usually moderate

