



Window Assembly Team Member

Earthwise Windows of Houston, TX

(Showcase Windows and Doors)

JOB DESCRIPTION

SUMMARY: Well established window and door manufacturing company that has been in business over 25 years is recruiting production assembly team members to be part of our vision and growth. Great opportunity to learn, advance and share your creative ideas.

DUTIES AND RESPONSIBILITIES:

- Works as part of a production team to assemble windows and doors.
- Assembles small parts manually.
- Uses production machinery to seal and clean windows; including 4 point welders, saws, chop saws, small drills and silicone guns.
- Properly packages assembled windows for shipment.
- Inspects windows for defects and scans them to completion.
- Packs, seals and moves glass, doors and windows.
- Uses small tools and tape measures for assembly of windows.
- Performs other related duties as assigned by management.
- Observes safety and security procedures.
- Previews product specific instructions to assemble a variety of windows and configurations.

QUALIFICATIONS:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Must be friendly, courteous, service-oriented, flexible and enjoy working with a variety of staff.
- Must be able to effectively communicate in the English language.
- Must be detail-oriented and work effectively under pressure while meeting all applicable deadlines.
- Must be able to work independently and productively with minimum supervision, work well under pressure, and manage multiple projects.

- Must be punctual. Good attendance is mandatory.
- Must exhibit a good work ethic.
- Able to work in a non-climate controlled environment.
- Able to work occasional overtime which could include Saturdays.

COMPETENCIES:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Notifies appropriate people.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Treats others with respect; Creates a positive team atmosphere.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- **Teamwork** - Balances team and individual responsibilities; Strives to continuously build knowledge and share that expertise with others; Follows instructions; Responds to management direction. Takes responsibility for own actions.
- **Judgment** - Displays willingness to make sound and accurate decisions. Includes appropriate people in decision-making process. Willingness to learn new skills; Accepts changes in responsibilities.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Attendance/Punctuality** - Is consistently at work and on time.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand
 - Occasionally required to walk
 - Continually required to utilize hand and finger dexterity
 - Continually required to talk or hear
 - Continually utilizes visual perception to operate equipment, read technical information, and/or use a keyboard
 - Continually required to lift/push/carry items up to 50 pounds
 - Frequently work near moving mechanical parts
 - Continually exposed to extreme heat or cold; non-climate controlled work area
 - Continually exposed to loud noise
 - Specialized equipment such as welders, saws, cutters and scanners are used.
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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.