Mechanical Assembly

General Function:
Assembling the mechanical needs associated with both small and final assemblies. Install subassemblies and components per drawing(s). Learn the customer buy-off process, meeting customer requirements and ensuring that all aspects of all machine(s) or assemblies meet standards. All employees performing a work sequence on any order are required to physically move and transact the material to the next sequence once their task has been completed. All employees utilizing dispatch sheets shall run jobs in date sequence without exception, unless directed otherwise by cognizant Manager and/or Production Control Planners. It is every employee’s responsibility to improve processes to reduce set-up and run-time standards. This shall be a performance measure during all employee evaluations. It is every BPM, Inc. Employee’s responsibility to be aware of and work with Belvac's current documented Quality Management System as it pertains to their job requirements.

Primary Responsibilities Mechanical Assembly (C):
- It is every BPM, Inc. Employee’s responsibility to be aware of and work with Belvac’s current documented Quality Management System as it pertains to their job requirements.
- Interprets blueprints.
- Install components and assemblies to meet customer requirements and engineering drawings.
- Fill out documentation for customer buy-off and Belvac quality policies.
- Assist in maintaining stock of frequently used parts.
- Uses specialized tools - dial indicators, calipers and micrometers.
- Has his / her own tools.
- Follow instructions either verbally or written.
- Communicates well with others.
- Knows how to use lifting devices.
- Understand stockroom inventory and how to utilize computer to locate and transact parts.

All preceding criteria, criteria at next level and time in grade requirement of one year (minimum) must be met before eligible for promotion to Assembler B.

Primary Responsibilities Mechanical Assembly (B):
- Assist with debugging machine or assembly mechanical problem.
- Assist Engineering with meeting design criteria and correcting problems.
- Follow instructions either verbally or written.
- Communicates well with others.
- Capable of building one line of standard Belvac Production machinery or assemblies with minimal supervision (i.e. Trimmers, Neckers).

All preceding criteria, criteria at next level and time in grade requirement of two years (minimum) must be met before eligible for promotion to Mechanical Assembler A.
Mechanical Assembly

Primary Responsibilities Mechanical Assembly (A):
- Capable of debugging machine or assembly mechanical problem.
- Be a team leader capable of assigning and leading people through job assignments.
- Capable of building two lines of standard Belvac Production machinery or assemblies with no supervision (i.e. Trimmers, Neckers) required to build other can related Electro – Mechanical Equipment sold by Belvac. In addition, must be capable of building any new products with minimal supervision.

All preceding criteria, criteria at next level and time in grade requirement of three years (minimum) must be met before eligible for promotion to Master Assembler.

Primary Responsibilities Master Assembly:
- Coordinates activities of workers engaged in the building of subassemblies and assemblies of mechanical equipment and advises accordingly. Be a team leader, capable of assigning and leading people through job assignments.
- Confers with engineering, management staff and mechanical assemblers to establish assembly procedures and production schedules.
- Interprets blueprints and constructs assemblies or machines in accordance with assembly and Belvac quality policies.
- Assist engineering with meeting design criteria and correcting problems.
- Inspects and test components and equipment to meet customer requirements by utilizing test fixtures and gages.
- Use computer to record labor hours and capture labor cost of assemblies.
- Maintain stock of frequently used parts.
- Drills and taps holes at specified locations for mounting devices.
- Can instruct and assemble machinery in accordance with the customer and Belvac requirements.
- Exhibit good troubleshooting capabilities to be able to correct machine or component problems.
- Assist Engineering with development of new product or product improvements.
- Capable of troubleshooting electrical problems at the component level; switches, pushbuttons, etc.
- Capable of building three lines of standard Belvac Production machinery with no supervision (i.e. Trimmers, Neckers, and any can related Electro – Mechanical equipment that is sold by Belvac). In addition, must be capable of building/assembling any new product with minimal Engineering support.

Physical Requirements:
- Although all production areas have overhead cranes, on occasion Manufacturing, Stockroom and Assembly employees may choose to lift items by hand for convenience. It is the responsibility of all employees to follow proper lifting techniques and seek help or utilize mechanical lifting aids as appropriate to avoid potential injury.
- Extended periods of time standing.
- Must be able to bend and kneel freely.
- Good eye sight.
- Operate Fork trucks.
Mechanical Assembly

Education
- High School Graduate or Equivalent Certificate

Qualified, interested applicants should apply in writing to Belvac Production Machinery, Human Resources Department, 237 Graves Mill Road, Lynchburg, VA 24502, by fax (434) 239-5248 or by e-mail, hr@belvac.com. We are an equal opportunity employer.

For more information about our company, visit our website at http://www.belvac.com/site/home-na.php.