



**ELECTRO-MECHANICAL INDUSTRIES, INC.**

13300 6<sup>th</sup> Avenue North  
Plymouth, MN 55441

**Technical Switchboard Assembler , I**

Electro-Mechanical Industries, Inc. (EMI), a family-owned custom Original Equipment Manufacturer located in the western suburbs of Minneapolis. EMI has 40 years of steady growth and product innovation, while providing products and services to commercial customers in the Midwest Region as well as the entire United States.

The Assembler will assemble and fabricate piece parts, components, or subassemblies to produce items to specifications.

This position is a union position and reports to Production Supervisor and department lead.

**Essential Duties and Responsibilities:**

- Position, gather and arrange parts for proper assembly, verify fit and tolerances.
- Interpret instructions, designs and schematics to produce items to specifications.
- Assemble and fabricate sheet metal parts and bus, using equipment and tools.
- Mount assembled components, such as transformers, panel boards, capacitors, circuit breakers, switches and CT's in cabinets.
- Operate machines that press, shape or bend component parts.
- Notifying supervisor to obtain additional resources or assistance.
- Maintains safe and clean working environment and adhere to procedures, codes and safety regulations.
- Documents materials used.
- Conserves resources by using equipment and supplies efficiently as needed to accomplish job results.
- Contributes to team effort by accomplishing related results as needed.

**Education and Experience:**

- High school diploma/GED or more is preferred - equivalent experience will be considered.
- 1 year (minimum) of assembly experience in a commercial and/or industrial setting.
- Forklift experience preferred.

**Job Knowledge, Skills and Abilities:**

- Ability to execute the essential functions and responsibilities of the job.
- Ability to work as a team player in a fast paced, custom manufacturing environment.
- Strong work ethic with attention to detail.
- Knowledge of, and a minimal level of proficiency in, commonly used concepts, practices, and procedures within the Assembly Department.
- Relies on instructions and pre-established guidelines to perform the functions of the job.



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- Ability to effectively use hand tools and power tools to assemble customized units.
- Ability to read and interpret work instructions, engineering documentation and blueprints.
- Strong mechanical, electrical and mathematical aptitude.
- Ability to effectively communicate well with others in English, both verbally and in writing.

**Physical Demands:**

- This position is required to routinely lift up to 50 lbs., repeatedly throughout the shift.
- Stand for long periods of time.
- Continually perform a wide range of physical activities which include pulling, reaching, bending over, lifting, climbing, balancing, and kneeling.

**Personal Protective Equipment:**

- Steel Toe Shoes, Safety glasses and gloves.

**Work Environment:**

- Work is performed in a custom manufacturing production facility with typical manufacturing noise.
- Exposed to shop elements such as noise and dust.
- Works under immediate supervision.

**Work Hours:** Typical hours for this position are Monday – Friday from 6 am to 2:30 pm. However, to complete job duties and deadlines, this position may require overtime and/or working at non-regular hours as needed.

If interested in applying for this position, please submit resume to Human Resources at [careers@e-m-i.com](mailto:careers@e-m-i.com).