



McElroy Manufacturing, Inc.

The leader by design.

P.O. Box 580550 • Tulsa, OK 74158-0550 • (918)836-8611 • Telex 200470

ASSEMBLY TECHNICIAN - Mechanical

Hourly/Non-Exempt

Pay Range \$10 - \$17

Regular work hours: 7AM to 3:30 PM

(Depending on Skills and Experience)

Reports to:

Production Supervisor

Primary Responsibilities:

Provide timely assembly and service of all assigned parts in an efficient, low cost manner, consistent with MMI quality standards.

Secondary Responsibilities:

Ensure timely and effective communication and coordination with other employees and departments within the department and with customers.

General Job Requirements:

- High school diploma or GED required
- Two years of field specific Technical or Vocational education preferred
- Own or be willing to purchase the minimum set of tools required for job performance and a locking toolbox.
- Knowledge of electrical, mechanical, and hydraulic assemblies.
- PC experience and training required such that the Basic level of skill can be demonstrated in Microsoft Word and Excel.
- Effective verbal communication skills.
- Ability and willingness to work flexible hours and over time on an as-needed basis, involving extra hours during the week, Saturdays, and occasionally Sundays and Holidays.

Skill Requirements:

Level I – Pay range 8.081 – 10.063 – Level I assembly mechanic must possess general job requirements above and must demonstrate all required Level I skills.

Add, subtract, multiply, divide numbers.
Ask questions.
Clean work area.
Count objects.
Follow instructions and schedules.
Measure angles, widths and depths.
Read measurements.
Read and write words, numbers, and symbols.
Recognize shapes from blueprints.
Tell time and time elapsed.
Use screwdrivers, socket, and basic wrenches.

Level II – Pay range 9.18 - 12.239 – Level II assembly mechanic must possess general job requirements above and must demonstrate all required Level II skills.

Know MMI job numbers and status.
Know and apply MMI safety policies and procedures.
Know and apply MMI lockout-tagout procedure.
Know and apply MMI Personal Protective Equipment policy.
Demonstrate the ability to operate overhead crane.
Know and use McFlow Trigger Card system.
Read and follow instructions from MMI Job Packets.
Read and follow instructions from technical manuals.
Read blueprints, schematics and mechanical drawings with assistance.
Recognize and inspect parts for job.
Use hand and pneumatic tools.
Mount and attach parts to valve assembly.

Perform basic electrical wiring.
Read and test pressures required on valves.
Assemble hydraulic components.
Attend to detail.
Analyze and compare assemblies to blueprint/schematics.
Meet MMI time standards for job within 15 minutes.
Know valve thread types and sizes.
Knowledge of mechanical operations.
Convert metric system to U.S. decimal system.
Mount and attach parts to assembly.
Listen and watch machine for safe and proper operation during testing.
Analyze and compare assembly of machine to blueprint/schematics.
**Know the structure and operation of MMI's Fintube machine.
Knowledge of motor mechanics.
Clean machine and machine parts.
Assemble and test heating units.
Read and test pressures required on fusion machines.
Analyze and compare assembly of machine to blueprint and schematics.
Operate hand grinders and hand drills.
**Know the structure and operation of MMI small (2, SW,#14 - 618") fusion machines.

Level III – Pay range 11.940 – 14.160 – Level III assembly mechanic must possess general job requirements above and must demonstrate all required Level II and Level III skills.

Read blueprints, schematics and mechanical drawings to complete assembly.
Troubleshoot and repair valves.
Demonstrate a task to help someone learn a task.
Communicate instructions to help someone learn a task.
Knowledge of diesel mechanics.
Meet MMI time standards for job within 10 minutes.
**Understand the operation of: monoblocks, load sensing, sectional, remote control and diverter valves (Fluid Power Division only).
Troubleshoot and repair mechanical operation problems.
**Knowledge of wrap-on, imbed and extruded set-up.
**Know the structure and operation of MMI's MegaMc (24" - 65") fusion machines.
**Know and test Coach Control.

Level IV – Pay Range 13.822 – 17.22 – Level IV assembly mechanic must possess all general job requirements and all required skills for Levels II, III, and IV.

Troubleshoot and resolve mechanical and hydraulic problems.
Communicate with customer to resolve operational problems on pumps and valves.
Know standard PSI, RPM and sustained pressure for testing open and closed loop pumps.
Meet MMI time standards for the job within 5 minutes.
Computer skills to use the AS/400 system.
Demonstrate tasks and communicate instructions to help someone learn a task.
Troubleshoot and resolve problems independently at field locations.
**Troubleshoot programmable logic controllers for Fintube machine.
Knowledge sufficient to travel unaccompanied to field locations for training and troubleshooting.
Communicate information to customers who speak another language.
Demonstrated ability to teach others how to operate machines.
**Know the structure and operation of MMI T500/T900 fusion machines.

Contact Information

Email – jobs@mcelroy.com

Fax – (918) 831-9345

Mailing Address – Human Resources, P.O. Box 580550, Tulsa, OK 74158-0550