

Assembly Line Worker Job Description

A comprehensive job description template
for manufacturing and production facilities

Company Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and manufacturing industry practices at the time of publication. You should review and tailor this template to suit your business, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Assembly Line Worker / Assembler / Production Assembler

1.2 Position Summary

The Assembly Line Worker is responsible for assembling components and products according to specifications on a production line. This role involves performing repetitive assembly tasks to meet production targets while maintaining quality standards. Assembly Line Workers inspect assembled items for defects, maintain consistent line pace, handle components and materials, and keep their workstation clean and organized.

The position requires manual dexterity, speed and accuracy in assembly work, and the ability to maintain concentration during repetitive tasks. Workers must follow standard operating procedures, work safely, maintain production quotas, and identify quality issues. Physical stamina is essential as the role involves standing at a workstation for extended periods and performing repetitive movements throughout shifts.

1.3 Reporting Structure

This position reports to:

- Line Supervisor / Production Supervisor
- Team Leader / Production Coordinator
- Production Manager / Manufacturing Manager

1.4 Employment Type

This position is available as:

- Casual (flexible shifts as required)
- Part-time (regular rostered days)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 Assembly Tasks

- Assemble components and products according to specifications
- Follow standard operating procedures and work instructions
- Use hand tools, power tools and assembly equipment correctly
- Select correct parts and materials from bins and storage
- Perform repetitive assembly operations at required pace
- Meet production targets and line speed requirements

- Maintain accuracy and consistency in assembly work

2.2 Quality Checks

- Inspect assembled items for defects and quality issues
- Identify non-conforming products and reject faulty items
- Report quality problems to supervisor immediately
- Follow quality control procedures and standards
- Perform basic measurements and visual inspections
- Ensure products meet specifications before passing down line
- Participate in quality improvement initiatives

2.3 Line Pace and Production

- Maintain consistent pace to keep line moving smoothly
- Work efficiently to meet production quotas and targets
- Minimize downtime and keep line running continuously
- Coordinate with team members on assembly line
- Adapt to changes in production speed and requirements
- Report line stoppages and production issues promptly
- Assist with line changeovers when required

2.4 Component Handling

- Handle components and materials with care
- Retrieve parts from bins, racks and storage areas
- Ensure correct parts are used for each assembly
- Monitor stock levels and request replenishment
- Store materials properly to prevent damage
- Use material handling equipment safely
- Follow inventory procedures and documentation

2.5 Workstation Maintenance

- Keep workstation clean, organized and uncluttered
- Clean tools and equipment at end of shift
- Report equipment faults and maintenance needs
- Follow housekeeping standards and 5S principles
- Dispose of waste materials correctly
- Maintain safe work area free from hazards
- Store tools and equipment properly when not in use

2.6 Documentation and Recording

- Record production counts and quantities assembled
- Complete production logs and worksheets
- Document quality issues and defects found
- Record machine faults and stoppages
- Sign off on completed batches and runs
- Follow traceability and documentation procedures
- Report accurate information to supervisor

3. Required Skills and Attributes

3.1 Essential Skills

Manual Dexterity

Good hand-eye coordination and fine motor skills for assembly work. Ability to manipulate small parts and components accurately. Skill in using hand tools and assembly equipment. Capability to perform repetitive tasks with precision and consistency.

Speed and Accuracy

Ability to work at required pace while maintaining quality standards. Fast and efficient completion of assembly tasks. Accuracy in following work instructions and specifications. Attention to detail to avoid assembly errors and defects.

Concentration and Focus

Strong ability to maintain concentration during repetitive tasks. Focus on quality and accuracy throughout shifts. Mental stamina for monotonous work. Ability to stay alert and attentive in production environment.

Physical Stamina

Physical fitness to stand for extended periods at workstation. Stamina to perform repetitive movements throughout shifts. Ability to work at steady pace for duration of production runs. Capability to handle physical demands of assembly line work.

3.2 Personal Attributes

- Reliable and punctual attendance
- Strong work ethic and motivation
- Ability to follow instructions precisely
- Good teamwork and cooperation skills
- Positive attitude and willingness to learn
- Adaptability to changing production needs
- Safety-conscious approach to work
- Quality-focused mindset
- Good communication with team members

- Patience for repetitive work tasks

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Basic numeracy and literacy skills
- Good hand-eye coordination and manual dexterity
- Ability to follow written and verbal instructions
- Physical capability for standing and repetitive work
- Ability to work in team environment
- Willingness to work shift hours if required
- Eligibility to work in Australia

4.2 Desirable Qualifications

- Previous experience in manufacturing or assembly
- Experience working on production lines
- Forklift license (if required for role)
- Basic quality control knowledge
- Familiarity with hand tools and equipment
- Understanding of safety procedures
- Certificate II in Manufacturing or related field

4.3 Experience

No previous experience is required for entry-level assembly line positions. Training will be provided in assembly procedures, quality standards, equipment operation and safety requirements. Candidates with previous manufacturing, production or warehouse experience are preferred but not essential. The ability to learn quickly, follow instructions precisely and maintain consistent quality are more important than prior experience.

5. Working Conditions

5.1 Hours of Work

- Standard full-time hours are 38 hours per week
- May include shift work (morning, afternoon or night shifts)
- Typical shift lengths of 8-10 hours
- Roster provided in advance as per award requirements
- Overtime may be available or required at times
- Some weekend or public holiday work may be required

5.2 Physical Requirements

- Standing at workstation for extended periods (up to 8+ hours)
- Performing repetitive hand and arm movements
- Bending, reaching and stretching regularly
- Lifting and carrying components and materials (up to 15kg typically)
- Good vision for inspecting small parts and components
- Hearing ability to detect equipment sounds and alarms

5.3 Work Environment

- Factory production environment with machinery noise
- Standing at assembly line workstation
- Exposure to manufacturing processes and equipment
- Climate-controlled or temperature-variable facility
- Working as part of production team on line
- Fast-paced environment with production quotas

5.4 Safety Equipment and Requirements

- Safety boots/shoes required at all times
- High-visibility vest or uniform as provided
- Safety glasses and hearing protection where required
- Gloves and other PPE as specified for tasks
- Hair tied back and no loose clothing near machinery
- Compliance with all safety policies and procedures

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Manufacturing and Associated Industries and Occupations Award 2020 (MA000010). The award sets minimum pay rates, penalty rates, allowances and conditions for employees working in manufacturing operations including assembly line work.

6.2 Classification Level

Assembly Line Workers are typically classified under the award as:

- Level C12: Entry-level production employee performing basic assembly
- Level C13: Production employee with some training and experience
- Level C14: Production employee performing routine assembly operations

The specific classification level will be determined based on skills, training, duties performed and level of responsibility.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Afternoon shift: 115% of ordinary rate
- Night shift: 130% of ordinary rate
- Saturday: 150% of ordinary rate
- Sunday: 200% of ordinary rate
- Public holidays: 250% of ordinary rate
- Overtime rates as per award provisions

Casual employees receive a 25% casual loading instead of paid leave entitlements. Refer to the Manufacturing Award 2020 for current rates and conditions.

7. Expected Behaviours

7.1 Attendance and Punctuality

- Arrive on time for all shifts ready to commence work
- Notify supervisor as early as possible if unable to attend
- Maintain reliable and consistent attendance
- Return from breaks and meal periods on time
- Follow attendance and timekeeping procedures
- Be prepared to work rostered shifts as scheduled

7.2 Quality and Production Standards

- Maintain quality standards for all assembled products
- Meet production targets and line speed requirements
- Follow standard operating procedures precisely
- Inspect own work and identify defects
- Report quality issues immediately to supervisor
- Take pride in work and strive for continuous improvement

7.3 Safety and Compliance

- Follow all workplace health and safety policies
- Wear required personal protective equipment
- Report hazards, near misses and incidents immediately
- Use equipment and machinery safely and correctly
- Participate in safety training and toolbox talks
- Keep work area clean and free from hazards

7.4 Teamwork and Communication

- Work cooperatively with team members on line
- Communicate clearly with supervisor and colleagues
- Assist team members when required
- Report problems and issues promptly
- Participate positively in team meetings and briefings
- Respect cultural diversity and individual differences

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including work history
- Cover letter outlining relevant experience and availability
- Details of any relevant qualifications or certificates
- Contact details for at least two referees
- Valid visa or right to work documentation if applicable

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview to discuss experience and availability
- Face-to-face interview with production supervisor or manager
- Facility tour to view production environment
- Skills assessment or trial shift if required
- Reference checks with previous employers
- Pre-employment medical assessment if required
- Induction and safety training before commencing

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law. We value diversity and are committed to creating an inclusive and safe workplace for all employees.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____