

**JOB TITLE:** Assistant Custom Fabricator  
**REPORTS TO:** Senior Manager of Fulfillment  
and Custom Assembly

**FLSA STATUS:** Non-Exempt  
**JOB LOCATION:** San Diego, CA  
**POSITION TYPE:** Full-Time

## **JOB PURPOSE:**

The Assistant Custom Fabricator is responsible for customization of our LED lighting products. Soldering skills and general electrical knowledge is critical. Maintaining an orderly and clean warehouse, custom soldering and fabrication, testing, kitting, labeling and other value-added assembly steps are required. Teamwork and supporting others is important. Accurate use of warehousing and shipping functions of our computer system is required.

## **JOB DUTIES & RESPONSIBILITIES:**

- Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists, gathering parts, subassemblies, tools, and materials.
- Positions parts and subassemblies by using templates or reading measurements.
- Assemble components by examining connections for correct fit, fastening parts and subassemblies.
- Verify specifications by measuring and testing completed assemblies.
- Package finished products for shipment to clients.
- Document project data accurately in SharePoint, Toggl and Excel; maintains and files hard copies of forms.
- Able to perform basic math function and decimal math.
- Record inventory adjustments immediately in NetSuite.
- Consult with management if dimensions or initial builds do not meet specifications, notifying supervisor to obtain additional resources.
- Keep equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- Maintain a safe working environment by complying with procedures, rules, and regulations
- Keep warehouse and work area tidy, replenishes stock, empties trash in warehouse, MPR and other areas as tasked.
- Maintain supply inventory by checking stock to determine stock levels; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintain security by keeping doors closed and locked when not in warehouse; perform perimeter check of all doors daily.
- Practice safe conduct, including operation of electrical devices, cutting equipment, pallet jacks, forklifts, and other material handling equipment.
- Document actions by completing production and quality forms.
- Contribute to team effort by suggesting areas and methods to improve productivity.
- Assist with general warehousing duties as needed.

## Success measures:

- Maintain a build accuracy of <1% and <1% shrinkage.
- Meet and exceed estimated completion times.

**QUALIFICATIONS & SKILLS**

- Minimum of 1 year of assembly/fabrication experience in a fast-paced environment.
- Electrical soldering experience.
- Excellent attendance history.
- High school diploma.
- Very organized, accurate, detail-oriented and professional.
- Team player with positive attitude.
- Knowledge of Microsoft Office a plus.
- Forklift training is a plus.

**PHYSICAL REQUIREMENTS:**

- Manual dexterity.
- Regularly required to use hands to handle or feel, reach with hands and arms and talk or hear.
- Occasionally work in adverse weather conditions.
- Able to lift heavy boxes and equipment (up to 50+ pounds on occasion).
- Able to be on your feet for 8+ hours of the day.
- Ability to read a ruler to 1/16th" and in millimeters
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.

**COMPENSATION:**

- Base Hourly Range: \$17.00 - \$20.00 (Depends on Experience)
- Warehouse Accuracy Bonus: Targeted at \$217/month if all team metrics meet goal for custom efficiency, build accuracy, and picking accuracy.
- Total Compensation (Base + Bonus): \$18.25/hour - \$21.25/hour

Although Environmental Lights operating hours are 8:00 am – 5:00 pm, the Assistant Custom Fabricator must be willing to stay late occasionally, arrive early or work on the weekends.

We are an Equal Opportunity Employer dedicated to promoting diversity, equity, and inclusion in our workforce. We are also committed to providing a work environment free of harassment and discrimination as well as drugs and alcohol.