



## Systems Assembler I

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|--------------------|----------------------------|------------------------|----------------------------|
| <b>DIVISION:</b>   | Foundry/Pumps              | <b>JOB CODE:</b>       | 6013                       |
| <b>LOCATION:</b>   | Aurora                     | <b>JOB FUNCTION:</b>   | Manufacturing & Production |
| <b>DEPARTMENT:</b> | Capital Equipment Assembly | <b>FLSA STATUS:</b>    | Nonexempt                  |
| <b>REPORTS TO:</b> | Production Supervisor      | <b>EFFECTIVE DATE:</b> | 07/15/26                   |

### JOB SUMMARY

Working from blueprints, sketches, or oral instructions, accumulate parts, assemblies, and disassemblies, and perform minor alterations on a variety of standard components. Perform basic and advanced assembly functions. Collaborate with the Engineering Team to troubleshoot manufacturing issues, and assist plant leadership with staff training and support.

### QUALIFICATIONS

#### Education/Experience

High school diploma or general education degree (GED), plus three (3) years of manufacturing assembly experience; or equivalent combination of education and experience.

Experience with electrical controls, preferred.

#### Knowledge/Skills/Abilities

**Technical Skills.** Ability to read and interpret basic blueprints, drawings, sketches, and instructions/procedures. Working knowledge of tools, equipment, and devices, and ability to use hand operated and power tools. Ability to perform basic mathematical skills (addition, subtraction, multiplication, and division) utilizing a calculator, including forms of measurement and other work material calculations. Proficiency with performing tasks with precision and manual dexterity. Ability to obtain and maintain forklift certification.

**Training Skills.** Ability to provide balanced coaching and guidance to ensure the development and validation of proficiencies in assembling techniques and standard operating procedures.

**Core People Skills.** Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values, and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

**Communication Skills.** Ability to speak clearly and persuasively in a positive or negative situation, listen and obtain clarification and perspective, and respond well to questions and inquiries. Proficiency in writing clearly and concisely.

**Computer/Applications Skills.** Basic computer skills and ability to use a variety of software applications systems and scanning technology to clock in and out of jobs, record labor hours, and track material usage.

**Core Business Skills.** Ability to exercise sound judgement and discretion in the handling of proprietary and confidential information. Ability to work independently, without significant direction, and to use resources effectively to “figure it out.” Strong critical thinking skills, judgement and keen attention to detail and accuracy. Exceptional prioritization, time management, and organization skills. Ability to adjust quickly and appropriately to changing demands and needs in a high-paced environment.

**Professional Investment.** Demonstrated commitment to own personal professional development and learning.



## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

1. Safely and efficiently assemble, construct, build and repair parts and pumps for degassing equipment, metal pumps, and similar units, including:
  - a) Reviewing prints and sketches to accurately accumulate parts and complete assembly requirements.
  - b) Using hoists and tow motors to move parts and materials.
  - c) Setting up and/or adjusting equipment to ensure assemblies are altered or adjusted for a specified fit or specification range.
  - d) Completing bench or floor work to assemble, construct, build and repair parts, requiring tasks such as gluing, riveting, punching, metal folding, coating, bolting, screening, etc.
  - e) Performing tests and first piece inspections, and working with quality inspectors to ensure part specifications are met.
  - f) Assisting with assembly projects, as needed.
2. Collaborate with the Engineering Team to evaluate and troubleshoot manufacturing issues.
3. Assist plant leadership with staff training and support, daily reviews of work orders/schedules, and cell leadership, as needed.
4. Continuously maintain a safe, clean, and organized work area.
5. Perform general clean-up work, as needed.
6. Promote positive Team Member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous and respectful at all times.
7. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
8. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization but also independently.
9. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
10. Actively support compliance with all relevant ISO management system standards by establishing, implementing, maintaining, and/or controlling processes and planned changes to identify and manage environmental aspects, impacts, risks, opportunities, and compliance to achieve continual improvement and prevent adverse effects and emergencies.
11. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
12. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
13. Perform other tasks as assigned.



## **PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

While performing the duties of this job, the Team Member must be able to stand and walk for long periods of time, kneel, crouch, and bend, occasionally climb stairs, use hands and fingers to handle, grasp or feel, and reach in various angles with hands or arms. Must be able to lift or carry up to 25 lbs. frequently, and up to 75 lbs. occasionally.

## **WORKING ENVIRONMENT**

While performing the essential responsibilities of this position, Team Member generally will work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles. Periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, may be required.

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Team Member's Signature

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Date