



## LABORER/HELPER

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<b>DEPARTMENT:</b>	Finishing Direct	<b>REPORTS TO:</b>	Graphite Foreman
<b>DIVISION:</b>	Sanborn	<b>FLSA STATUS:</b>	Nonexempt
<b>JOB CODE:</b>	8008	<b>EFFECTIVE DATE:</b>	7/18/2024

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### JOB SUMMARY

Perform a variety of plant operations tasks, including but not limited to, handling and transporting materials, boxing stock and loading/unloading of capsules, cutting tubes and rods, and maintaining work area(s) organization and cleanliness. Assist other plant personnel, as needed.

### QUALIFICATIONS

#### Education/Experience

High School Diploma or General Education Development (GED), required.

Previous manufacturing experience, a plus.

#### Knowledge/Skills/Abilities

**Technical Skills.** Ability to read, comprehend, and follow work instructions. Ability to safely and effectively use a variety of hand and power tools. Ability to read a tape measure, both metric and standard. Ability to obtain and maintain forklift certification.

**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 positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely.

**Core Business Skills.** Ability to exercise sound judgement and discretion in 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, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to collaborate with team members and remain calm under stressful situations with a high level of professionalism.

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

### ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently use hoist, slings, cranes, and forklifts to move raw materials and finished goods throughout the facility.
2. Routinely perform tasks such as cutting, boxing stock, and loading/unloading of capsules.
3. Accurately label raw and finished goods materials used in the department.
4. Assist plant personnel with manual labor and other operational tasks (e.g., furnace operations, extrusion, and shipping/receiving functions), as directed.



5. Thoroughly and accurately complete all required documentation.
6. Perform general cleaning duties (e.g., manual sweeping, vacuuming, floor sweeper/scrubber) throughout the plant.
7. Promptly report all maintenance needs or emergencies to plant leadership.
8. Continuously maintain a safe, clean, and organized workstation.
9. Support all ISO systems and personnel. Ensure all ISO documents and procedures are followed and participate appropriately in the event of an audit.
10. 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.
11. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
12. 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.
13. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program. Including the prompt reporting of any safety needs.
14. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
15. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
16. 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.*

Must be able to stand for long periods of time, bend, reach, walk, and use hands and fingers to grasp, handle or feel. Ability to lift up to 65 pounds occasionally and up to 25 pounds frequently. Must be able to communicate effectively in English by telephone, in person and in writing. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORKING ENVIRONMENT**

While performing the essential responsibilities of this position, Team Member generally will work in an industrial manufacturing environment, where moderate background noise, presence of natural and artificial light, exposure to work temperatures from ambient to controlled, hard walking surfaces for standing and walking, and moderate amounts of airborne graphite dust, are present. Personal Protective Equipment (PPE) may be required.



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Team Member's Signature

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Date

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Manager's Signature

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Date