



ELECTRICAL TECHNICIAN

DIVISION:	Aluminum	JOB CODE:	6044
LOCATION:	Cortland	JOB FUNCTION:	Maintenance
DEPARTMENT:	Capital Equipment Assembly	FLSA STATUS:	Nonexempt
REPORTS TO:	Production Supervisor	EFFECTIVE DATE:	08/04/26

JOB SUMMARY

Build and test electrical systems to specification based upon schematics, including point-to-point wiring. Perform quality control procedures and processes to ensure part(s) meet defined quality criteria and tolerances. Safely advance assembly departmental efficiency and productivity.

QUALIFICATIONS

Education/Experience

High School Diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC), plus three (3) years of experience building and troubleshooting electrical projects in an industrial environment preferred.

Knowledge/Skills/Abilities

Electrical/Technical Skills. Ability to read and understand wiring schematics, blueprints, sketches, written specifications, and drawings to determine design factors such as size, shape, position, tolerances, orientation, and dimensions. Advanced understanding of electricity and electrical circuits, electrical schematics, safety potential, grounding, and electrical control systems. Ability to use a variety of hand and machine operated tools with precision and dexterity. Ability to handle materials manually or with hoist, slings, fork truck, etc. Ability to obtain and maintain industrial equipment (e.g., forklift, scissor lift) certification(s).

Maintenance Skills. Working knowledge of mechanical, hydraulic, pneumatic, and electrical systems to support troubleshooting, repair, and reliability of manufacturing equipment. Ability to perform preventive and predictive maintenance activities, identify equipment issues, and complete basic repairs to minimize downtime. Ability to read and interpret equipment manuals, maintenance procedures, and mechanical drawings. Understanding of basic mechanical principles, including force, motion, heat transfer, and cause-and-effect relationships.

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, values, 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. Proficient in asking concise questions to obtain sufficient information and instruction needed to perform assigned tasks.

Computer/Applications Skills. Proficient MS Office computer skills, including Word, Excel, PowerPoint and SharePoint. Ability to learn and utilize a variety of software applications systems.

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 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. Accurately read and interpret drawings, blueprints, electrical schematics, wiring diagrams, bills of material, and apply written and verbal instructions, to build electrical assemblies and systems on capital equipment builds, by:
 - a) Determining the optimal method and sequence of assembly operations.
 - b) Completing point-to-point wiring and installing a wide variety of electronic and electro-mechanical components.
 - c) Installing rigid and flexible electrical conduit by measuring, cutting, bending, threading, routing, and securely mounting conduit and associated fittings.
 - d) Performing necessary hand operations such as deburring, drilling, grinding, sawing, and cutting bending, threading, and fabricating piping.
 - e) Installing, testing, and troubleshooting electrical components and completed assemblies and systems.
2. Precisely measure assemblies and promptly notify the production supervisor when dimensions or tolerances seem inconsistent or unworkable.
3. Efficiently organize and layout pipelines, fittings, and equipment in a cohesive piping system, including:
 - a) Running pneumatic lines and installing valves and regulators.
 - b) Running hydraulic lines and installing rams and pumps.
4. Precisely follow standard operating procedure and safety protocols and use overhead cranes to install crucible liners in steel shells.
5. Properly breakdown and perform finishing work to meet both customer specifications and Pyrotek standards and prepare equipment for shipment.
6. Perform high level QC (Quality Control) procedures and processes to ensure part(s) meet defined quality criteria and tolerances.
7. Safely operate fork trucks, overhead crane, electric pallet jack and other industrial vehicles for which training has been completed and qualification achieved and maintained.
8. Conscientiously monitor and maintain safety requirements in the work area throughout each shift, by ensuring:
 - a) Tools and equipment are operated as instructed and only as intended by the manufacturer.
 - b) Tools and other items are safely and properly stored.
 - c) Work areas are kept clean and organized.
 - d) Waste materials are removed, as needed.
9. Maintain accurate and complete records, as needed, for the department, including but not limited to paperwork and computer transactions.
10. Support plant and production equipment reliability by performing preventive and corrective maintenance activities, including inspection, troubleshooting, adjustment, calibration, lubrication, and minor repairs of mechanical, hydraulic, pneumatic, electrical, and control systems.
11. Troubleshoot and diagnose equipment issues by utilizing electrical schematics, equipment manuals, PLC diagnostics, instrumentation, and other troubleshooting tools to identify root causes and implement effective solutions.
12. Assist with equipment installations, modifications, and relocations by supporting electrical, mechanical, hydraulic, and pneumatic requirements to ensure safe and efficient operation of manufacturing equipment.



13. Perform preventative maintenance activities and accurately document completed work, equipment conditions, and maintenance-related tasks through required systems and documentation.
14. 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.
15. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
16. 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.
17. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
18. 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. Ensure outsourced processes' and providers' environmental aspects are controlled or influenced.
19. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
20. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
21. 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, walk, sit, frequently. Frequent use of arms, hands and fingers to handle or feel, reach and lift. Must be able to communicate effectively in English. Occasionally required to climb stairs, lift and/or move items up to 50 pounds. Specific vision abilities required by this job include frequent close and distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT

Generally, works on a shop floor and manufacturing environment. Regularly exposed to work near moving mechanical parts such as overhead cranes, vibration, and moving vehicles, fumes or airborne particles; and occasionally exposed to toxic or caustic chemicals. The noise level in the work environment and job sites can be loud. Personal Protective Equipment (PPE) such as approved footwear, safety glasses/goggles, gloves, hearing protection, a respirator, required.

Team Member's Signature

Date