



PRIMARY ASSEMBLY SPECIALIST

DIVISION:	Aluminum	JOB CODE:	8003
LOCATION:	Cortland	JOB FUNCTION:	Manufacturing & Production
DEPARTMENT:	Assembly	FLSA STATUS:	Nonexempt
REPORTS TO:	Production Supervisor	EFFECTIVE DATE:	1/13/2025

JOB SUMMARY

Safely operate mechanical equipment and tools to assemble units, systems, and sub-assemblies to fulfill customer orders.

QUALIFICATIONS

Education/Experience

High School Diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC), plus a minimum of one (1) year of experience in manufacturing assembly, preferred.

Knowledge/Skills/Abilities

Technical Skills. Ability to read and understand blueprints, drawings, schematics, and technical work instructions. Ability to use hand and power operated tools with precision and dexterity. Ability to safely use cranes and hoists. Competency in mechanical math, including calculating measurements in whole numbers and fractions, determining lengths and areas, and converting US Standard measurements to/from Metric System. Ability to learn and perform basic welding functions. Ability to obtain and maintain industrial equipment certifications (e.g., forklift).

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. Ability to read and understand documents such as work orders, policy manuals, safety rules, operating and maintenance instructions, and procedure manuals.

Computer/Applications Skills. Ability to clock into and out of jobs via computer terminals, perform computerized transactions, and use barcode scanners to transact movement of inventory.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently and to use resources effectively to “figure it out”. Ability to prioritization and manage time effectively. Ability to read words and recognize similarities and differences between words and between series of numbers.

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



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Read and interpret drawings and work order information, and follow written and verbal instruction to determine parts, supplies, materials, sub-assemblies, and equipment required to complete job builds.
2. Verify quality and dimensional accuracy of parts and sub-assemblies, turning back parts that are out of tolerance.
3. Safely operate hand and power tools, sandblast booth, overhead crane, mobile equipment, welding equipment and various other equipment to complete assembly work.
4. Cut, fit, and install insulating papers and boards in assemblies.
5. Paint and coat assemblies using spray booth and/or by hand.
6. Breakdown and perform finishing work to prepare equipment for shipment.
7. Perform QC (Quality Control) procedures and processes to ensure part(s) meet defined quality criteria and tolerances.
8. Maintain departmental records as required, such as paperwork and computer transactions.
9. Continuously keep work area clean and organized, and perform housekeeping duties as required. Ensure tools and other items are safely and properly stored.
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 but also independently.
13. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
14. 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.
15. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
16. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
17. 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 is regularly required to talk, hear, see, stand, and walk for long periods of time, bend, and perform repetitive hand movements using 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. Specific vision abilities required by this job include close vision, distance 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 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 (fit test required), safety glasses/goggles, may be required.

Team Member's Signature

Date