



MACHINE OPERATOR

DIVISION:	Foundry	JOB CODE:	7018
LOCATION:	Aurora	JOB FUNCTION:	Manufacturing & Production
DEPARTMENT:	Cutting Direct	FLSA STATUS:	Nonexempt
REPORTS TO:	Production Supervisor	EFFECTIVE DATE:	10/16/24

JOB SUMMARY

Process mesh fabric material into semi-finished and finished product by performing various slitting, cutting, and stapling techniques. Follow production priorities and sequences to meet Glasweve filter customer requirements, and accurately record material and labor usage for corresponding work orders. Notifies supervisor immediately regarding any barrier in meeting production requirements.

QUALIFICATIONS

Education/Experience

One (1) year of manufacturing or machine operation experience; or equivalent combination of education and experience, preferred.

Knowledge/Skills/Abilities

Manufacturing/Technical Skills. Ability to read, interpret and apply basic drawings. Ability to perform basic mathematical skills (addition, subtraction, multiplication, and division) utilizing a calculator, including forms of measurement and other work material calculations. Working knowledge of tools, equipment, and devices, and ability to use hand operated and power tools. Proficiency with performing tasks with precision and manual dexterity. 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 and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Basic computer skills and ability to use a variety of software applications systems to access material, record labor hours and access ADP Employee Self Service.

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. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to develop functional and technical skills which guarantee a high level of accomplishment. Ability to achieve hourly production requirements.

Professional Investment: Demonstrated commitment to own personal professional development and learning. Willingness and ability to be cross trained in other department(s).

Flexibility. Ability to work outside of standard schedule to meet department expectations and deadlines.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently perform slitting functions to ensure materials meet width specifications, by:
 - a. Scanning bar code(s) on work order(s) and reading work order(s) instructions for product specifications such as run quantities, configuration of components and raw material.
 - b. Selecting appropriate raw material (rolls), placing on slitter, setting up slitter by positioning blades in the proper sequence and spacing, and initiating the slitting process.
 - c. Attaching slit ends to new cardboard tube in rewinder, running machine to slit and rewind material, and cutting full tube to length.
 - d. Removing slit width rolls and placing in queue for cutting to length or packaging as finished product.
 - e. Completing work order traveler by capturing material usage, number of parts produced, rejected material, and ending job using the bar code scanner.
2. Safely and efficiently perform klicker/guillotine cutter functions, by:
 - a. Scanning bar code(s) on work order(s) and reading work order(s) instructions for product specifications such as run quantities, configuration of components and raw material.
 - b. Setting up machine by selecting required parameters and appropriate carton size quantity for finished product, and attaching pre-print labels.
 - c. Sealing cartons and stacking on pallet.
 - d. Completing work order traveler by capturing material usage, number of parts produced, rejected material, and ending job using the bar code scanner.
3. Safely and efficiently perform mold press functions, by:
 - a. Scanning bar code(s) on work order(s) and reading work order(s) instructions for product specifications such as run quantities, configuration of components and raw material.
 - b. Loading material(s) into mold press, and unloading finished product when automatic press opens.
 - c. Trimming, stacking, and packing cups.
 - d. Completing work order traveler by capturing material usage, number of parts produced, rejected material, and ending job using the bar code scanner.
4. Safely and efficiently perform assembly functions, by:
 - a. Scanning bar code(s) on work order(s) and reading work order(s) instructions for product specifications such as run quantities, configuration of components and raw material.
 - b. Performing assemblies by rolling, folding, or applying multiple components.
 - c. Stapling components using a foot-activated, electric powered industrial stapler, or modifying using a band saw, drill press or table saw.
 - d. Completing work order traveler by capturing material usage, number of parts produced, rejected material, and ending job using the bar code scanner.
5. Promptly notify supervisor(s) of any problems or machine malfunctions that create barriers for meeting output requirements.
6. Accurately complete quality checks and immediately notify supervisor(s) of any out-of-tolerance readings.
7. Correctly and promptly complete hourly production tracking boards.
8. Continuously maintain a safe, clean and organized workstation, including equipment cleanliness.
9. Perform basic Preventative Maintenance (PM) tasks, as assigned.



10. Safely operate forklift to remove scrap hoppers, making sure material for each job is on schedule and in the appropriate location.
11. Identify and communicate areas for process improvement, cost, and waste reduction.
12. 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.
13. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
14. 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.
15. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
16. Actively support compliance with all relevant ISO management system standards by establishing, implementing, maintaining, and controlling processes and planned changes to identify and manage environmental aspects, impacts, risks, opportunities, and compliance to achieve continuous improvement and prevent adverse effects and emergencies.
17. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
18. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
19. 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 functions of this position, the Team Member is continuously required to talk or hear; regularly required to stand, walk, use stairs, bend and reach, use hands and fingers to grasp, handle and feel. Frequently lift material weighing up to 40 pounds. Occasionally team lift, maneuver/handle material weighing up to 100 pounds. Communicate effectively in English by telephone, in person and in writing. Specific vision abilities require both up close and distant sight abilities.

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.

Team Member's Signature

Date