



MANUFACTURING MANAGER

DIVISION:	Aluminum	JOB CODE:	1054
LOCATION:	Aurora	JOB FUNCTION:	Operations Mgmt.
DEPARTMENT:	Manufacturing	FLSA STATUS:	Exempt
REPORTS TO:	Operations Manager	EFFECTIVE DATE:	5/14/2026

JOB SUMMARY

Plan, schedule, and manage manufacturing production processes by coordinating, directing and evaluating manufacturing operations and personnel, and assisting with the planning and implementation of efficient layouts of equipment and material flow. Apply knowledge of department processes to ensure manufacturing performance, volume, and quality metrics are met, and department and project goals are achieved and adhere to approved budgets.

QUALIFICATIONS

Education/Experience

Bachelor's degree in Business Management, Operations Management, or Engineering (Industrial, Mechanical, Materials Science) plus four (4) years of related operations management experience in a manufacturing environment; or equivalent combination of education and experience.

Experience with cellular manufacturing, capacity planning, and workforce planning, and application of Lean/Six Sigma Green Belt principles, preferred.

Experience with expanded metal and stamping machines producing filters for foundry die cast process, and thermocouple assembly for high-temperature sensing in molten metal applications, a plus.

Knowledge/Skills/Abilities

Manufacturing Operations. Knowledge of and ability to successfully apply business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources in a manufacturing environment.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.

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.

Strategic Change Agent. Courage to make and encourage others to make difficult decisions. Ability to foster commitment to the shared mission and vision of Pyrotek and actively lead in development/execution of strategic goals and objectives related to assigned responsibility.

Leadership Skills. Build a culture of tolerance, acceptance and civility by setting an example to team members. Ability to coach and motivate team members in planning, strategy, decision-making, teamwork, and process improvement. Ability to effectively manage team projects to completion according to schedule. Ability to provide regular performance feedback and to write annual performance reviews. Ability to foster attitudes, conditions and environments that guide teams toward excellence and a respectful, positive, transparent, and collaborative environment. Ability to develop team member skills and encourage growth, and to foster quality focus including improving product development processes and procedures.



Computer/Applications Skills. Proficient MS Office computer skills, including Word, Excel and PowerPoint and Sharepoint. Ability to utilize and become proficient with enterprise resource planning (ERP) systems to track labor productivity and costs.

Analytical Skills. Ability to use information/data and various metrics to develop an informed and factual business case. Strong financial analytical capabilities for developing profitable product strategies. Ability to define problems, collect objective data, establish facts, and draw valid conclusions.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and 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. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek’s ability to meet and/or exceed goals and objectives. Demonstrated passion for developing others.

Travel. Ability to travel domestically, by land and air, up to 10%. Valid driver’s license and US Passport, or ability to obtain.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Effectively oversee manufacturing operations and monitor/evaluate performance, by:
 - a. Planning, scheduling and managing production processes and personnel.
 - b. Assisting with the planning and implementation of efficient layouts of equipment and material flow.
 - c. Ensuring manufacturing performance, volume, and quality metrics are met by utilizing efficient methods, and maintaining appropriate staffing levels.
 - d. Managing subordinates in the day-to-day performance of their responsibilities, and providing guidance and direction, as needed.
 - e. Ensuring project and department goals are achieved and adhere to approved budgets.
2. Collaborate with cross-functional departments (Engineering, Sales, Supply Chain, etc.) to make sure production activities and projects align with customer expectations and projected costs.
3. Lead and/or participate in special projects and assignments related to continuous improvement methods, new technology and innovation explorations, and sales and market growth opportunities.
4. Supervise, coach support, train and develop personnel in assigned area; resolve personnel issues, redirecting complex issues to management and HR in a timely manner; directly manage team members, including assigning and reviewing work, evaluating performance/compensation, resolving grievances, administering disciplinary action, interviewing employment candidates, and effectively recommending hires and terminations in a timely manner.
5. Ensure effective communication of goals, objectives and expectations throughout assigned department/team members. Maintain the cooperation and support of team members company-wide through effective interdepartmental communication. Serve as a role model in areas such as professionalism, service orientation, agent of change, education, and commitment to organizational goals and objectives.
6. Foster attitudes, conditions and environments that guide your team toward excellence while acting with integrity and ethics aligned with Pyrotek core values. Create a work environment that helps foster tolerance, acceptance and civility and the ability and desire of team members to act in empowered ways. Actively reward / recognize team members to reinforce accomplishments and positive outcomes.
7. Determine the effectiveness of policies, procedures and projects/plans. Take appropriate corrective



measures when necessary. Identify new applications, innovations, quality and/or safety improvements and report findings/results to management. Ensure all activities and operations are performed in compliance with federal/national, state/regional and local regulations.

8. 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.
9. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
10. 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.
11. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
12. Actively support compliance with all relevant ISO management system standards by engaging all staff to integrate business processes and contribute to the effectiveness of selected ISO management systems. Support staff efforts to continually improve KPIs, ensuring resources and training, and accepting accountability for compliance requirements.
13. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
14. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
15. As a member of the management team, promote and ensure compliance with Equal Employment Opportunity and Affirmative Action.
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 sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, team member will work in both an office and manufacturing environment. While in manufacturing areas, team member may be exposed to moderate background noise, moderate amounts of airborne graphite dust, presence of natural and artificial light, exposure to work temperatures from ambient to controlled, hard surfaces for standing and walking. Personal Protective Equipment (PPE), such as approved footwear, safety glasses/goggles, respirators, etc., may be required.

Team Member's Signature

Date