



MANUFACTURING ASSOCIATE

DEPARTMENT:	General Plant	REPORTS TO:	Supervisor
DIVISION:		FLSA STATUS:	Nonexempt
JOB CODE:	8007	EFFECTIVE DATE:	07/14/2023

JOB SUMMARY

This position performs a variety of tasks which includes, transport of material, cleaning, cutting, and boxing of products. Available for general clean-up duties.

QUALIFICATIONS

Education/Experience

High school diploma or GED equivalency preferred. Ability to obtain and maintain forklift certification.

Previous manufacturing experience is a plus

Knowledge/Skills/Abilities

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.

Technical Skills. Ability to read, comprehend, and follow work instructions. Ability to use a variety of hand and power tools. Ability to read a tape measure.

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

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently use hoist, slings, fork trucks to move raw materials and finished goods throughout the facility.
2. Efficiently and effectively perform routine tasks such as cleaning, cutting, boxing stock and loading/unloading of capsules.
3. Accurately label raw and finished goods materials used in the department.
4. As assigned by supervisor assist regular operators with manufacturing tasks.
5. Maintain and keep work area neat and orderly.
6. Promptly report all maintenance needs to supervisor or management.
7. Accurately complete all inspection and inventory forms as required.
8. Ability to safely and effectively use a variety of hand and machine tools while cleaning and performing manufacturing tasks.
9. Supports 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 an 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 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 and effectively use a personal computer. 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. Moderate background noise, presence of natural and artificial light, exposure to work temperatures from ambient to controlled, hard walking surfaces for standing and walking, moderate amounts of airborne graphite dust.

Team Member’s ’s Signature

Date

Manager’s Signature

Date