



MANUFACTURING PROCESS ENGINEER

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| DIVISION: | Glass | JOB CODE: | 9303 |
| LOCATION: | Tulsa | JOB FUNCTION: | Engineering |
| DEPARTMENT: | Glass Fabrication Tech | FLSA STATUS: | Exempt |
| REPORTS TO: | Engineering Supervisor | EFFECTIVE DATE: | 12/17/25 |

JOB SUMMARY

Identify, evaluate, and initiate continuous improvement processes related to Engineering, Operations, Maintenance, and Environmental, Health, & Safety (EHS) functions in a manufacturing environment. Collaborate and work with plant production and support groups to ensure a standard of consistency, accountability, and sound decision-making for production, profitability control, machine maintenance and preventative programs, R&D initiatives, and compliance requirements.

QUALIFICATIONS

Education/Experience

A minimum of five (5) years of experience in an industrial/manufacturing environment with experience in CNC programming, application of Lean manufacturing principles, and implementation and/or management of continuous improvement processes, or equivalent combination of education and experience.

Experience utilizing CAD/CAM software required.

Knowledge/Skills/Abilities

Technical Skills. Ability to read and interpret blueprints and drawings. Proficient in using measurement devices (calipers, micrometers, various gauges) to accurately measure and verify product quality and determine trends or identify nonconformances. Ability to apply geometry and basic math skills, such as addition and subtraction of fractions or decimals to determine tolerances or to measure products. Ability to learn about and apply technical products to various industrial manufacturing processes.

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.

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. Proficient computer skills using a variety of software applications systems. Working knowledge of Microsoft Office Products including proficiency in Excel and chart creation. Familiarity with and ability to utilize CAD/CAM software and evaluate CNC programming, fixtures, and production methods.

Analytical Skills. Ability to use information/data and various metrics to develop an informed and factual business case. Strong financial analytical capabilities and ability to develop efficient and/or profitable strategies. Ability to define problems, collect objective data, establish facts, and draw valid conclusions. Understanding of and ability to impact manufacturing key performance indicators (KPIs) including production efficiency, production lead times, and cost controls.

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 organizational skills. Ability to write routine reports and correspondence. Data collection experience.

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

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Working in a cross-functional team environment, apply lean principles and CNC machining/programming knowledge to optimize manufacturing processes, to include:
 - a) Leading manufacturing activities related to new product introductions, ensuring that all new production methods are reviewed/approved by leadership prior to being released to production.
 - b) Developing, validating, and maintaining CNC programs, fixtures, and manufacturing methods.
 - c) Overseeing first production runs, collecting feedback, and implementing program and/or process adjustments as needed.
 - d) Maintaining records for new products and verifying Target Manufacturing Costs (TMC) are accurate and aligned with established selling prices.
 - e) Avoiding unnecessary production downtime caused by programming and/or setup issues.
2. Identify, evaluate, and initiate continuous improvement opportunities for existing production practices, to include:
 - a) Leading improvement projects focused on categorizing parts and standardizing manufacturing approaches.
 - b) Optimizing production by reducing cycle times and increasing throughput.
 - c) Developing and implementing cost-reduction for high-demand parts.
 - d) Promoting repeatable, disciplined manufacturing practices rooted in proven methods.
3. Perform cost analysis and profitability controls, to include:
 - a) Analyzing existing production methods to identify cost overruns, inefficiencies, and profit leaks.
 - b) Preparing cost-based reports that outline issues and related root causes, and propose corrective actions.
 - c) Work closely with Engineering and Operations to implement solutions that restore or improve profitability.
 - d) Maintain ongoing visibility of manufacturing costs and performance against targets.
4. Administer maintenance and preventative programs in coordination with Operations and Maintenance leadership, to include:
 - a) Ensuring preventative maintenance activities are executed according to schedule and within approved budgets.
 - b) Supporting long-term machine reliability by reinforcing disciplined maintenance practices.
 - c) Assisting in prioritizing maintenance activities to minimize production impact.
5. Collaborate with Engineering on Research & Development (R&D) initiatives and prototype support, to include:
 - a) Supporting prototype manufacturing, trials, and process validation.
 - b) Ensuring R&D initiatives are transitioned into stable, repeatable production.
6. Assist with ISO 9001 and EHS compliance controls, by:
 - a) Supporting compliance requirements by ensuring manufacturing processes, documentation, and records align with established quality management systems.
 - b) Helping with the implementation, maintenance, and continuous improvement of standard operating procedures related to manufacturing.
 - c) Participating in internal and external audits as required, providing manufacturing-related evidence and corrective actions when applicable.
 - d) Supporting EHS initiatives by ensuring manufacturing methods, programs, and fixtures comply with safety and environmental standards.



- e) Promoting disciplined manufacturing practices that reduce risk, improve workplace safety, and support long-term compliance.
- 7. Continuously ensure manufacturing inspection processes are being followed; escalate issues to plant leadership, as needed.
- 8. Actively and effectively collaborate in the development and creation of work instructions and fixtures.
- 9. Promptly create Certificate of Conformity for the production floor for customer requests, as needed.
- 10. Routinely conduct and maintain accurate calibrations of gauges and sign off for production personnel to ensure product quality specifications are met.
- 11. Administer and facilitate Return Material Authorizations for defects in accordance with Quality Department procedures.
- 12. Promptly upload suppliers' Certificate of Inspection data into spreadsheets required for maintaining historical supplier records.
- 13. 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.
- 14. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
- 15. 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.
- 16. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
- 17. 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.
- 18. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
- 19. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
- 20. 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 generally will work in an office and manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles, and 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