



MACHINE OPERATOR

DEPARTMENT:	Machine Shop	REPORTS TO:	Maintenance Manager
DIVISION:	Sanborn	FLSA STATUS:	Non-exempt
JOB CODE:	7018	EFFECTIVE DATE:	05/17/2022

JOB SUMMARY

Responsible for producing machined parts by reading blueprints, setting up, and operating a machine. Maintaining quality and safety standards, keeping records, and maintaining equipment and supplies.

QUALIFICATIONS

Education/Experience

High School Diploma or GED, preferred plus three (3) years production experience or equivalent combination of education and experience. Must be able to successfully complete the internal Machinist Certification 1 test.

Successful completion of a certificated machining program is a plus.

Ability to obtain fork lift certification.

Knowledge/Skills/Abilities

Core People Skills. Ability to positively interact and work collaboratively with people at all levels of the organization in a fast-paced environment. Must be able to set effective priorities and adjust quickly and appropriately to changing demands and needs. Ability to apply a large measure of common sense to a variety of situations. Genuine with high ethical standards and values and personal integrity and honesty.

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. Ability to vary writing style to meet business needs. Fosters a respectful, positive, transparent and collaborative environment. Displays humility, adaptability, unquestionable ethics and integrity.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems. Working knowledge of Microsoft Office Products, specifically Word, Excel and Outlook.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work under pressure and excel in a fast-paced, self-directed, multi-tasking environment. Ability to anticipate and adapt quickly to changes in the work environment. Exceptional prioritization, time management and organizational skills. Understands business implications of decisions and actions. Cost conscious and conserves organizational resources. Ability to use hoists and various hand and power tools. Ability to obtain licensing/certification to operate forklift.

Critical Thinking Skills. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to identify and solve practical problems in a timely manner while dealing with complexity and ambiguity. Ability to develop alternative solutions. Ability to set short-term and long-term goals even when conflicting priorities exist. Ability to work independently, without significant direction and to use resources effectively to “figure it out.”



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Precisely follow production schedule, work orders, blueprints, engineering plans, materials, specifications, and machining parameters to produce high quality parts within specified parameters.
2. Efficiently and effectively set-up machines by installing and adjusting tools, attachments, collets, bushings, stops, and indicating parts.
3. Effectively perform a variety of machining operations to meet product and customer needs, including those having close tolerances, several dimensional relationships, and unusual contours.
4. Operate machines to produce a quality part in an efficient manner. Adhere to quality assurance procedures and processes.
5. Maintain equipment by completing regularly scheduled preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, and reporting issues for repairs.
6. Maintain continuity among work shifts by documenting and communicating actions, irregularities and continuing needs. Document actions by completing appropriate production and quality logs.
7. 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.
8. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
9. 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.
10. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
11. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
12. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
13. 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 stand for long periods of time, bend, reach walk and use hands. Ability to lift up to 75 pounds occasionally and 25 pounds frequently. Job requires moderate amount of time working at a PC and effective use of a personal computer, office equipment and telephone. Communicating effectively by telephone, in person and in writing is required.

WORKING ENVIRONMENT

Presence of natural and artificial light, exposure to work temperatures including ambient and controlled. Temperature variations within plant environment based on seasons. Light to moderate amounts of airborne



graphite dust. Moderate background noise. Hard working surfaces for standing and walking. Majority of time will be in a warehouse environment where PPE may be required.

Team Member's Signature

Date

Manager's Signature

Date