



## Intermediate Shapes Specialist

<b>DIVISION:</b>	Aluminum	<b>JOB CODE:</b>	7038
<b>LOCATION:</b>	Cortland	<b>REPORTS TO:</b>	Manufacturing & Production
<b>DEPARTMENT:</b>	Small Shapes	<b>FLSA STATUS:</b>	Nonexempt
<b>REPORTS TO:</b>	Production Supervisor	<b>EFFECTIVE DATE:</b>	04/15/25

### JOB SUMMARY

Safely and efficiently construct molds, cast shapes, and prepare shipments of refractory products, ensuring optimal quality and on-time delivery.

### QUALIFICATIONS

#### Education/Experience

High School Diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC).

Previous carpentry experience and/or mold building preferred. Basic AutoCAD software experience, a plus.

#### Knowledge/Skills/Abilities

**Technical Skills.** Ability to read and understand blueprints, drawings, schematics, and technical work instructions. Understanding of spatial reasoning, cause and effect, heat conduction, velocity, gravity and force. Ability to use hand and power operated tools with precision. Ability to add, subtract, multiply and divide numbers. Ability to perform mathematical skills in the form of measurement and other work material calculations using a calculator. Competency in mechanical math, including calculating measurements in whole numbers and fractions, determining lengths and areas, and converting US Standard measurements to/from Metric System. Ability to obtain and maintain industrial equipment certifications (e.g., forklift, overhead crane, electric pallet jack, etc.).

**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. Ability to read words and recognize similarities and differences between words and between series of numbers.

**Computer/Applications Skills.** Ability to clock into and out of jobs via computer terminals, perform computerized transactions, and use barcode scanners to transact movement of inventory. Ability to learn and utilize AutoCAD software.

**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”. Exceptional prioritization, time management and organizational skills. Ability to define problems, collect objective data, establish facts and draw valid conclusion.

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

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Thoroughly examine job packets and part drawings to verify information is correct and complete, and conceptualize, plan, and design mold builds using critical analysis techniques and reverse engineering, to include:
  - a) Operating hot wire foam cutter to cut foam and cabinet materials in accordance with engineered drawing specifications.
  - b) Measuring and inspecting foam and cabinet pieces for dimensional accuracy and integrity.
  - c) Constructing varied, sometimes complex molds, using various woods and polystyrene (foam), with mold fabrication including some, or all of the following components - base construction, interior and exterior construction, foam tooling, anchors, bracing, mold release applications, etc.
  - d) Inspecting molds for part strength and integrity, surface quality and dimensional accuracy.
2. Proactively work to improve foam cutting and mold building techniques and innovate to introduce new ideas to improve individual and team performance.
3. Determine and inspect required raw materials, supplies, tools and equipment needed to create refractory shapes, and:
  - a) Measure amounts, temperatures, and characteristics of ingredients and mix to prescribed recipe to ensure uniformity.
  - b) Cast refractory using casting equipment, including vibrators and mounting apparatus.
  - c) Perform QC (Quality control) procedures, such as grinding and finishing, to ensure part(s) meet the defined Quality criteria.
  - d) Inspect shape(s) for part strength and integrity, surface quality and dimensional accuracy.
4. Correctly prepare and package product for shipment by verifying that shipment information is accurate and complete including part numbers, work order instructions, weights and dimensions, quantities, photos, sales order numbers and customer information.
5. Safely transport goods to work site or shipping areas using material handling equipment such as cranes, pallet jacks, forklifts and dollies.
6. Always work safely by operating tools and equipment as instructed, and only as intended by the manufacturer.
7. Properly maintain department records, including but not limited to paperwork and computer transactions.
8. Continuously maintain a safe, clean and organized work area by regularly performing housekeeping tasks. Ensure tools are safely and properly stored.
9. 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.
10. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
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 establishing, implementing, maintaining, and/or controlling processes and planned changes to identify and manage environmental aspects, impacts, risks, opportunities, and compliance to achieve continual improvement and prevent adverse effects and emergencies.



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. Work effectively within team environments both within your department and across the organization.
16. Perform related work and other job assignments as required.

## **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 duties of this job, the team member is regularly required to talk, hear, see, stand, and walk for long periods of time, bend, and perform repetitive hand movements using hands and fingers to handle, grasp or feel, and reach in various angles with hands or arms. Must be able to lift or carry up to 50 lbs. frequently, and up to 75 lbs. occasionally. Specific vision abilities required by this job include close vision, distance 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 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.

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Team Member's Signature

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Date