



GENERAL PLANT OPERATOR

DEPARTMENT:	General Plant	REPORTS TO:	Production Manager
DIVISION:	Glass	FLSA STATUS:	Nonexempt
JOB CODE:	7066	EFFECTIVE DATE:	07/03/2024

JOB SUMMARY

Perform various tasks within a warehouse environment to ensure seamless and efficient operations, including saw operations, basic assembly and repair work, and loading, unloading, and transporting materials within or near the warehouse, plant, or worksite. Assist CNC Operators/Machinists with tasks, as needed.

QUALIFICATIONS

Education/Experience

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

Valid Driver's License, required.

Experience in a manufacturing and/or shipping environment, preferred.

Experience with saw operations and/or welding, a plus.

Knowledge/Skills/Abilities

Technical Skills. Strong mechanical aptitude. Ability to use a variety of hand and machine tools, such as a razor knife, staple gun, pneumatic drill, chipping hammer, hand saw, etc. Ability to handle material manually with hoist, slings, fork trucks, 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. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Application Skills. Ability to operate bar code scanners.

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. Ability to complete required paperwork and documentation.

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



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently execute various tasks and functions as assigned by plant leadership, including but not limited to production, assembly, shipping and receiving, and transportation.
2. Set up and operate vertical and horizontal band saw equipment to perform routing operations by:
 - a. Unpacking and inspecting internal and customer supplied products.
 - b. Loading raw material by lifting stock into position manually or with hoist.
 - c. Verifying settings by measuring positions.
 - d. Conducting first-piece inspections to ensure adherence to quality control procedures.
3. Perform warehouse shipping and receiving operations by:
 - a. Loading and unloading materials onto or from pallets, trays, racks and shelves by hand, power hoist or forklift.
 - b. Counting and recording the number of units of material moved or handled by using a bar code scanner, and communicating inventory discrepancies, if applicable.
 - c. Conducting visual quality checks of incoming and outgoing parts/shipments.
 - d. Properly storing inventory, attaching identification tags or labels to material(s), or marking pertinent information on boxes, crates, and containers.
 - e. Coordinating, monitoring, and assuring on-time shipment of warehouse parts.
 - f. Verifying and documenting incoming and outgoing freight versus packing list/bill of lading.
4. Perform general manual labor tasks, requiring the use of hand and machine tools.
5. Assemble, construct, and repair parts, and perform grinding, sanding, cementing, wrapping, painting, and laminating, as needed.
6. Safely move raw materials and finished products, as needed, using fork trucks, hoists, and slings.
7. Maintain a clean, safe, and organized work environment; perform general clean-up duties, as needed.
8. Promptly report all maintenance or safety needs to plant leadership.
9. Assist CNC Operators/Machinists, as needed.
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. Actively support ISO systems and personnel.
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 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 or stand for long periods of time, bend, reach, walk, and use hands and fingers to handle, grasp or feel. Ability to lift up to 75 pounds occasionally and up to 25 pounds frequently. Must be able to communicate effectively in English by telephone, in person and in writing.

WORKING ENVIRONMENT

Work in a manufacturing plant environment with moderate background noise, presence of natural and artificial light, exposure to work temperatures from ambient to controlled, hardworking surfaces for standing and walking. Must be willing to work in non-climate-controlled area. Personal Protective Equipment (PPE) is required.

Team Members' Signature

Date

Manager's Signature

Date