



SECONDARY ASSEMBLY SPECIALIST

DEPARTMENT:	Assembly	REPORTS TO:	Production Supervisor
DIVISION:	Cortland	FLSA STATUS:	Nonexempt
JOB CODE:	8013	EFFECTIVE DATE:	August 21, 2024

JOB SUMMARY

Safely operate mechanical equipment and tools and efficiently assemble units, systems, and sub-assemblies to build products of optimal quality and ensure on-time delivery.

QUALIFICATIONS

Education/Experience

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

Minimum one (1) year experience in one or more of the following areas preferred: mechanical trouble shooting and repair, electronics build or repair, manufacturing assembly, reading blueprints and schematics, working with power and hand tools.

Knowledge/Skills/Abilities

Mechanical Aptitude/Technical Skills. Understanding of spatial reasoning, cause and effect, heat conduction, velocity, gravity and force. Ability to read and understand mechanical blueprints, complex drawings and technical work instructions. Ability to read and understand documents such as work orders, policy manuals, safety rules, operating and maintenance instructions, and procedural manuals. 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 (e.g. forklift, overhead crane, electric pallet jack, etc.) certification.

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.

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.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently and to use resources effectively to "figure it out". Ability to prioritization and manage time effectively. Able to plan project builds, with correct sequencing of steps, in accordance with engineered designs and drawings.

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

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Read and interpret drawings and work order data, and follow written and verbal instructions to determine parts, supplies, materials, sub-assemblies, and equipment required to complete job builds.
2. Verify quality and dimensional accuracy of parts and sub-assemblies; turn back parts that are out of tolerance.
3. Precisely plan project build sequencing from start to finish according to the drawing specifications.
4. Correctly install and perform finishing work on refractory shapes.
5. Build electrical assemblies; run wires, set-up, test and troubleshoot units prior to shipping.
6. Organize and layout pipelines, fittings, and equipment in a cohesive piping system; run pneumatic lines and hydraulic lines while installing necessary valves and regulators.
7. Breakdown and perform finishing work to prepare equipment for shipment.
8. Install refractory and insulation materials.
9. Sandblast and paint steel weldments as needed.
10. Thoroughly and accurately perform QC (Quality Control) procedures and processes to ensure part(s) meet defined quality criteria and tolerances.
11. Safely operate fork trucks, overhead crane, electric pallet jack and other industrial equipment for which training has been completed and qualification achieved and maintained.
12. Safely operate tools and equipment as instructed and only as intended by the manufacturer. Ensure tools and other items are safely and properly stored.
13. Properly maintain department records such as related paperwork and computer transactions.
14. Continuously maintain a safe, clean and organized work area.
15. 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.
16. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
17. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
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. Work effectively within team environments both within your department and across the organization.
21. Perform other duties 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.

While performing the duties of this job, the Team Member is regularly required to talk, hear, and see. Must be able to stand, walk, bend, and repetitively move hands for extended periods of time. Must lift and/or move items over 50 pounds frequently. 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

Work in a manufacturing environment with frequent exposure to fumes or airborne particles, a moderate level of noise, moving mechanical parts such as overhead cranes, vibration and moving vehicles. Team Members performing this job must be able to wear PPE (Personal Protective Equipment) such as safety shoes, glasses, gloves, hearing protection, and a respirator, as needed.

Team Member's Signature

Date

Manager's Signature

Date