



Assembler

DIVISION:	Foundry/Pumps	JOB CODE:	8002
LOCATION:	Aurora	JOB FUNCTION:	Manufacturing & Production
DEPARTMENT:	Capital Equipment Assembly	FLSA STATUS:	Nonexempt
REPORTS TO:	Production Supervisor	EFFECTIVE DATE:	07/18/24

JOB SUMMARY

Working from blueprints, sketches, or oral instructions, accumulate parts and perform assemblies, disassemblies, and minor alterations on a variety of standard components.

QUALIFICATIONS

Education/Experience

High School diploma or General Education Development (GED)/Test Assessing Secondary Completion plus one (1) year of manufacturing and/or fabrication experience preferred.

Knowledge/Skills/Abilities

Technical Skills. Ability to read basic blueprints, drawings, and sketches. Ability to use measuring tools, hand tools, power tools, hoists, and cranes. Ability to obtain and maintain tow motor 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. Proficiency in writing clearly and concisely.

Computer/Applications Skills. Ability to use bar code scanner to log parts, and scales to enter measurements into database.

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 collaborate with team members and remain calm under stressful situations with a high level of professionalism.

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

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently perform bench and floor work, as assigned, to assemble, construct, build and repair parts for degassing equipment, metal pumps and similar units, and may require grinding, sanding, mixing, cementing, wrapping, painting, and laminating.
2. Accurately set up and/or adjust equipment to ensure parts are altered or adjusted appropriately by examining them for a specified fit or specification range based on blueprint(s).
3. Actively and appropriately collaborate and assist with other assembly projects as, needed.
4. Safely use hoists, slings, cranes, and tow motors to safely move parts and materials throughout the facility.
5. Precisely perform functionality tests and work in conjunction with quality inspectors.



6. Maintain accurate inventory levels using barcode technology.
7. Continuously maintain a safe, clean, and organized workstation, and perform general clean-up work, as assigned.
8. 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.
9. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
10. 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.
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 controlling processes and planned changes to identify and manage environmental aspects, impacts, risks, opportunities, and compliance to achieve continuous 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. 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.

While performing the functions of this position, the Team Member is continuously required to talk or hear; regularly required to stand, walk, use stairs, bend and reach, use hands and fingers to grasp, handle and feel. Frequently lift materials weighing up to 40 pounds. Occasionally team lift, maneuver/handle material weighing up to 100 pounds.

WORKING ENVIRONMENT

Team Member generally will work in an industrial manufacturing environment, where moderate background noise, presence of natural and artificial light, exposure to work temperatures from ambient to controlled, and moderate amounts of airborne graphite dust, are present. Personal Protective Equipment (PPE) may be required.

Team Member's Signature

Date