**Maintenance Technician**

**Division:** Aluminum **Job Code:** 6010

**Location**: Cortland **Job Function**: Maintenance

**Department**: Maintenance **FLSA Status**: Nonexempt

**Reports To:** Facilities Mgr. **Effective Date**: 04/16/25

# Job Summary

Perform routine maintenance, general troubleshooting, new equipment installations, and repair of electrical and mechanical components, buildings, equipment, and power systems for the Pyrotek facility. Ensure machines, electrical and mechanical equipment, and facility remain in good working order by addressing and resolving maintenance and repair needs to minimize equipment downtime and prevent business disruptions.

# Qualifications

Education/Experience

High school diploma or GED, plus six (6) years of maintenance and repair experience working with ladder diagrams, electrical schematics, hydraulic schematics, and mechanical drawings; or equivalent combination of related education, training, and experience.

Prior experience in one or more of the following areas preferred - mechanical maintenance, programmable logic controls (PLCs), combustion systems, furnaces and kilns.

Valid driver’s license, required.

Knowledge/Skills/Abilities

Mechanical/Technical Skills. Understanding of spatial reasoning, cause and effect, heat conduction, velocity, gravity and force. Ability to apply and perform predictive and preventive maintenance techniques. Ability to perform maintenance on mechanical, hydraulic, pneumatic, and electrical equipment. Ability to read and interpret facility and equipment drawings, manuals, and instructions. Working knowledge of tools, equipment, and devices, and ability to use hand operated and power tools. Proficiency with performing tasks with precision and manual dexterity. Ability to operate industrial equipment. Ability to obtain and maintain forklift 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 and editing work for spelling and grammar. Ability to respond quickly, appropriately, and competently to emergencies, and report timely to supervisor and plant leadership. Ability to discuss job related information in one-on-one and small group situations with other team members of the organization.

Computer/Applications Skills. Basic computer 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 record and enter electronic requests, statuses, and resolutions in CMMS (Computerized Maintenance Management System).

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. Ability to identify problems and urgently report them to supervision. 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.

Flexibility. Ability to work outside of normal schedule due to business demands, including but not limited to power outages and equipment downtime.

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

* **Near Vision** — The ability to see details at close range (within a few feet of the observer). [](https://www.onetonline.org/link/moreinfo/abilities/1.A.4.a.1?r=summary&j=17-3029.09)
* **Written Comprehension** — The ability to read and understand information and ideas presented in writing. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.1.a.2?r=summary&j=17-3029.09)
* **Written Expression** — The ability to communicate information and ideas in writing so others will understand. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.1.a.4?r=summary&j=17-3029.09)
* **Control Precision** — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.2.b.1?r=summary&j=17-3029.09)
* **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.2.a.3?r=summary&j=17-3029.09)
* **Flexibility of Closure** — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.1.e.2?r=summary&j=17-3029.09)
* **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). [](https://www.onetonline.org/link/moreinfo/abilities/1.A.1.b.6?r=summary&j=17-3029.09)
* **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.2.a.2?r=summary&j=17-3029.09)
* **Perceptual Speed** — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.1.e.3?r=summary&j=17-3029.09)
* **Speech Clarity** — The ability to speak clearly so others can understand you. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.4.b.5?r=summary&j=17-3029.09)
* **Speech Recognition** — The ability to identify and understand the speech of another person. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.4.b.4?r=summary&j=17-3029.09)
* **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.1.b.7?r=summary&j=17-3029.09)
* **Reaction Time** — The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.2.c.1?r=summary&j=17-3029.09)
* **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.1.g.1?r=summary&j=17-3029.09)
* **Visual Color Discrimination** — The ability to match or detect differences between colors, including shades of color and brightness. [](https://www.onetonline.org/link/moreinfo/abilities/1.A.4.a.3?r=summary&j=17-3029.09)

# Essential Functions/Responsibilities

1. Ensure safe and optimal functionality of plant and production machinery, equipment, and industrial vehicles (i.e. forklift), by:
   1. Regularly cleaning and applying lubricants to equipment components, and replenishing fluids, as needed.
   2. Maintain, adjust, calibrate and troubleshoot PLC’s instrumentation and combustion systems.
   3. Routinely conducting preventative maintenance functions per plant/equipment requirements.
   4. Quickly inspecting and diagnosing reported issues, and taking appropriate actions to troubleshoot and provide resolution.
   5. Accurately recording, entering and/or communicating statuses of work orders and other maintenance related tasks and requests in Fixx.
2. Perform general plant repair and maintenance functions, including but not limited to:
   1. Handling facility upkeep responsibilities within and outside of the physical structure, such as painting, carpentry, plumbing and electrical work.
   2. Effectively coordinating and taking the lead on equipment installations, modifications, and relocations.
3. Collaborate with Manufacturing departments and personnel to support and ensure business continuity and operational efficiency, by:
   1. Partnering to proactively identify potential machining and equipment issues and providing consultation on corrective measures and preventative maintenance.
   2. Conducting a thorough root cause analysis for machining and equipment failures by running diagnostic tests to discover functionality issues, and accurately reporting findings.
   3. Maintaining continuous communication, providing regular updates, and making recommendations for process and procedural improvements.
4. Keep tools and maintenance materials in good working order so that they are available and functioning properly when needed. Oversee management of on-hand inventory for critical spare parts.
5. Thoroughly understand and comply with building codes related to electrical, hydraulic, pneumatic, and mechanical tolerances.
6. Appropriately confer and partner with internal and external customers and vendors to ensure business demands are handled timely and correctly.
7. Act as a point of contact for maintenance Team Members to identify constraints and facilitate communication between production and engineering, and quickly react and respond to machine issues or other factors impacting production.
8. Assist, support and train other maintenance technicians on complex maintenance issues.
9. Continuously maintain a clean, safe, and organized workstation.
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 but also independently.
13. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
14. 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 continual improvement and prevent adverse effects and emergencies. Ensure outsourced processes' and providers' environmental aspects are controlled or influenced.
15. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
16. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
17. 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 duties of this job, the Team Member must be able to stand and walk for long periods of time, kneel, crouch, and bend, occasionally climb stairs, use 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 25 lbs. frequently, and up to 75 lbs. occasionally.

# 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 |  | Date |
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* ***Establishing and Maintaining Interpersonal Relationships*** *— Developing constructive and cooperative working relationships with others, and maintaining them over time. [](https://www.onetonline.org/link/moreinfo/workactivities/4.A.4.a.4?r=summary&j=49-9071.00)*
* ***Monitor Processes, Materials, or Surroundings*** *— Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems. [](https://www.onetonline.org/link/moreinfo/workactivities/4.A.1.a.2?r=summary&j=49-9071.00)*
* ***Identifying Objects, Actions, and Events*** *— Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. [](https://www.onetonline.org/link/moreinfo/workactivities/4.A.1.b.1?r=summary&j=49-9071.00)*
* ***Making Decisions and Solving Problems*** *— Analyzing information and evaluating results to choose the best solution and solve problems. [](https://www.onetonline.org/link/moreinfo/workactivities/4.A.2.b.1?r=summary&j=49-9071.00)*
* ***Communicating with Supervisors, Peers, or Subordinates*** *— Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. [](https://www.onetonline.org/link/moreinfo/workactivities/4.A.4.a.2?r=summary&j=49-9071.00)*
* ***Controlling Machines and Processes*** *— Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles). [](https://www.onetonline.org/link/moreinfo/workactivities/4.A.3.a.3?r=summary&j=49-9071.00)*
* ***Repairing and Maintaining Electronic Equipment*** *— Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles. [](https://www.onetonline.org/link/moreinfo/workactivities/4.A.3.b.5?r=summary&j=49-9071.00)*
* ***Assisting and Caring for Others*** *— Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients. [](https://www.onetonline.org/link/moreinfo/workactivities/4.A.4.a.5?r=summary&j=49-9071.00)*
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