Pyrotek

PROCESS ENGINEER

DIVISION:	Foundry/Aluminum	**JOB CODE:**	9303
LOCATION:	Aurora	**JOB FUNCTION**:	Engineering
DEPARTMENT:	Quality	**FLSA STATUS**:	Exempt
REPORTS TO:	Quality Mgr.	**EFFECTIVE DATE**:	10/19/26

JOB SUMMARY

Prepare, monitor, develop, and improve manufacturing processes in a graphite machining, pump assembly and filter manufacturing facility. Identify, initiate, and evaluate continuous process improvements related to safety, ergonomics, and quality systems. Lead process improvement projects while working collaboratively with operational teams.

QUALIFICATIONS

Education/Experience

Bachelor of Science in Engineering or Industrial Engineering plus three (3) years of experience in an industrial/manufacturing environment, or equivalent combination of education and experience.

Prior experience and knowledge of production practices and synthetic graphite, experience with Lean or Six Sigma (Green Belt), CAD and/or SolidWorks, shop floor layout software, MRP and Manufacturing Execution systems, and database tools, preferred.

Experience with machining operations a plus.

Knowledge/Skills/Abilities

Process Engineering Skills. Knowledge and hands-on application of engineering science and technology including applying principles, techniques, procedures, and equipment to the design and production of various goods and services. Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods. Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.

Project Management Skills. Knowledge of project management principles and ability to create vision and mission, establish goals and/or objectives, establish project teams, apply comprehensive root cause analysis, implement interventions, ensure organizational alignment, and measure progress and success. Excellent planning and relationship building skills. Ability to liaise with middle and upper Pyrotek management for scope negotiation in a manner that upholds Pyrotek's values and reflects positively on the department.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.

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/Applications Skills. Proficient MS Office computer skills, including Word, Excel and PowerPoint and Sharepoint. Ability to utilize a variety of software application systems and a firm grasp on technology. Familiarity with MS-Visio, MS-Project or related graphical/flowchart software. Ability to utilize AutoCAD, SolidWorks, shop floor layout software, MRP and/or Manufacturing Execution systems and database tools.

Pyrotek

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and 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. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning.

Travel. Ability to travel domestically and globally up to 10%. Valid driver's license and U.S. Passport, or ability to obtain.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Work closely with front line managers and shop floor personnel to identify continuous improvement opportunities/projects to reduce manufacturing costs, create capacity, and grow business.
2. Identify and reduce manufacturing process waste by conducting time studies, evaluating ergonomics, and applying Lean manufacturing principles.
3. Evaluate shop floor layouts to improve flow, and provide recommendations for changes to plant leadership.
4. Design and construct fixturing and/or equipment to improve ergonomics and streamline operations.
5. Maintain continuous improvement funnel through value stream mapping, facilitating kaizen events, and collaborating with and training operators.
6. Analyze and resolve production, bottleneck, and quality problems in collaboration with Quality and Production leadership.
7. Lead and/or support sustainability, 5S, and process improvement projects, efforts, and initiatives.
8. Perform product design using CAD software and conduct layout review and 2D drawing creation. Utilize Design for Manufacturability (DFM) with the goal of optimizing efficiency, quality, and cost.
9. Explore and evaluate opportunities to increase overall efficiency, utilize up-to-date technology, and reduce design and parts costs.
10. Initiate and lead research to develop new and improved manufacturing processing in support of existing businesses and in preparation for new business.
11. Facilitate and support the qualification and testing processes for critical materials. Ensure the highest performance of products through supplier quality audits and scorecards for key suppliers.
12. Develop standard operating procedures (SOPs) and work instructions, as needed.
13. Identify capital equipment planning and sourcing of equipment and/or automation to improve safety, process, and/or cost by performing ROI analysis and make vs. buy analysis.
14. 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.
15. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
16. 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.

17. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
18. Actively support compliance with all relevant ISO management system standards by establishing controls to ensure environmental requirements are addressed in the design and development process for the product or service, considering each life cycle state and the hierarchy of controls. Ensure outsourced processes' and providers' environmental aspects are controlled or influenced.
19. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
20. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
21. 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 for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, the team member will generally work in an office environment with exposure to a manufacturing environment that may present loud noise, moving mechanical parts, and fumes or airborne particles. Personal Protective Equipment (PPE) including approved footwear, respirators, and safety glasses/goggles may be required.

Team Member's Signature _____ Date _____

Pyrotek is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.