



PRODUCTION ASSOCIATE II

DIVISION:	USA Aluminum	JOB CODE:	7022
LOCATION:	Salisbury	JOB FUNCTION:	Manufacturing & Production
DEPARTMENT:	Tips Direct	FLSA STATUS:	Nonexempt
REPORTS TO:	Production Supervisor	EFFECTIVE DATE:	09/18/25

JOB SUMMARY

Perform intermediate production tasks for various stages for the processing of ceramic material into finished and semi-finished products, including mixing and canting, assembling, inspecting and packaging, and operating equipment and machinery, as needed.

QUALIFICATIONS

Education/Experience

High School diploma or General Education Development (GED), plus a minimum of three (3) years of manufacturing/machine operation experience, preferred.

Knowledge/Skills/Abilities

Technical Skills. Ability to read and interpret basic drawings and work orders, and apply mechanical skills to use required materials, supplies, tools, and equipment. Ability to use hand operated and power tools, and perform tasks with precision and manual dexterity. Basic mechanical and mathematical skills (addition, subtraction, multiplication, and division), and ability to apply form of measurement and other work material calculations utilizing a calculator. 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 vary writing style to meet business needs.

Computer/Applications Skills. Basic computer skills and ability to use a variety of software applications systems and scanning technology to clock in and out of jobs, record labor hours, and track material usage.

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 define problems, collect objective data, establish facts, and draw valid conclusion. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedural manuals. Basic understanding of work/labor scheduling.

Professional Investment. Demonstrated commitment to own personal professional development and learning. Willingness and ability to be trained and cross-trained in production and production support activities.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Perform all Production Associate I tasks, as needed, including but not limited to:
 - a) Safely and efficiently performing production activities such as vacuum forming operations, mixing and decanting, assembling, inspecting and packaging, and hot press and CNC operations.
 - b) Reading and interpreting work orders and specifications to fabricate vacuum formed ceramic fiber insulating shapes.
 - c) Safely and accurately setup jobs based on work order instructions and drawings/job prints.
 - d) Thoroughly assessing product quality by taking precise measurements, using a tape measure, calipers, micrometers, and other measurement instruments.
 - e) Accurately performing quality checks to identify out-of-tolerance readings, and immediately notifying supervision of any discrepancies.
 - f) Correctly recording data for inspection, raw material usage, and part quantities to ensure accurate system transactions and inventory management.
 - g) Properly clocking in and out of jobs via computer terminals throughout the shop floor to ensure accurate reporting.
 - h) Promptly notifying supervision of any issues, barriers, or malfunctions of machines and/or equipment that inhibits meeting output requirements.
 - i) Safely and proficiently performing basic Preventative Maintenance (PM) tasks based on work order instructions, such as sweeping around machine surfaces and removing debris before the end of shifts.
2. Perform intermediate production activities, including but not limited to:
 - a) Safely and efficiently executing mastic, multicam, and onsrud operations.
 - b) Regularly and efficiently operating manual palm sander, hand saws, routers, and drills.
 - c) Proficiently operating fork truck to transport raw materials and finished goods to and from work areas.
 - d) Safely and proficiently performing intermediate Preventative Maintenance (PM) tasks based on work order instructions, to include cleaning saw aggregate, cleaning tables, rails, machine frames, and checking air pressure settings at the rear of the machine and the air tank.
3. Continuously maintain a safe, clean and organized work area, including machines and equipment.
4. Identify and recommend areas for process improvements, and cost and waste reduction.
5. 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.
6. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
7. 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.
8. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
9. Actively support compliance with all relevant ISO management system standards by establishing, implementing, maintaining, and/or 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.



10. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
11. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
12. 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, hear, and see, regularly required to stand, walk, bend and reach, use hands and fingers to grasp, handle and feel. Frequently lift and/or move materials weighing up to 40 pounds, and occasionally lift, maneuver, or handle materials weighing up to 60 pounds. Communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, basic calculator, and telephone. 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

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, required.

Team Member's Signature

Date