



PREP FABRICATION SPECIALIST

DIVISION:	Aluminum	JOB CODE:	7063
LOCATION:	Cortland	JOB FUNCTION:	Manufacturing & Production
DEPARTMENT:	Steel Fab/Welding	FLSA STATUS:	Nonexempt
REPORTS TO:	Production Supervisor	EFFECTIVE DATE:	04/03/25

JOB SUMMARY

Facilitate the safe and efficient preparation and cutting of metal components and sub-assemblies for the purpose of meeting plant fabrication demands and completion of work orders, by building products of optimal quality and ensuring on-time delivery.

QUALIFICATIONS

Education/Experience

High School diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC), plus a minimum of one (1) year of experience in one or more of the following areas preferred: manufacturing, material handling, reading blueprints and schematics, working with power and hand tools.

Knowledge/Skills/Abilities

Technical/Mechanical Skills. Working knowledge of and ability to use a variety of machines and tools (horizontal steel band saw, iron worker/metal muncher, drill press, plasma burning table), including their uses, repair, and maintenance. Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedural manuals. General understanding of spatial reasoning, cause and effect, heat conduction, velocity, gravity and force. Ability to perform tasks with precision and manual dexterity. Ability to obtain and maintain industrial vehicle certifications (e.g., forklifts, cranes, etc.)

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. Working knowledge of Microsoft Office Products, specifically Word. Ability to clock in and out of jobs via computer terminals, and perform computerized transactions.

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 add, subtract, multiply and divide numbers.

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



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently receive and transport incoming steel by loading and unloading materials onto or from trucks, pallets, trays, racks, and shelves. Use material handling equipment such as cranes, pallet jacks, forklifts and dollies to bring raw materials, equipment and products to the appropriate location, and store items in a safe and efficient manner.
2. Accurately read and interpret work order information and precisely follow written or verbal instructions to determine service operations to be performed. Pick parts and kit materials, and transport goods to workstations or designated areas, as directed.
3. Expediently form and produce a variety of metal components and sub-assemblies by accurately interpreting engineering drawings and using appropriate metalworking equipment.
4. Efficiently set-up and safely operate fabricating equipment such as horizontal steel band saw, iron worker/metal muncher, drill press, plasma burning table with computerized control panel, and press brake to produce components.
5. Safely operate fork trucks and other industrial vehicles for which training has been completed and qualification achieved and maintained through the daily checklist. Operate tools and equipment as instructed and only as intended by the manufacturer. Ensure tools and other items are safely and properly stored.
6. 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.
7. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
8. 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.
9. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
10. 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.
11. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
12. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
13. 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 stand for long periods of time, stand and walk on hard surfaces, use hands to reach, grasp or feel, bend, kneel, stoop, crouch, crawl, climb, talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The team member must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move items up to 100 pounds.

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, gloves, and hearing protection, required.

Team Member's Signature

Date