



## SPECIALTY GRAPHITE OPERATOR III

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<b>DEPARTMENT:</b>	General Plant	<b>REPORTS TO:</b>	Graphite Supervisor
<b>DIVISION:</b>	Sanborn	<b>FLSA STATUS:</b>	Nonexempt
<b>JOB CODE:</b>	7098	<b>EFFECTIVE DATE:</b>	11/25/24

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### JOB SUMMARY

Set up and operate standard production equipment to process raw materials into specified Carbon/Graphite Media products, and load/unload materials from various production equipment, and cut and/or box products. Perform troubleshooting techniques on production equipment to ensure optimal performance and business continuity, and assist technical and engineering personnel in the processing and fabrication of experimental products, process improvements, and new equipment testing/start-up. Assist with and become cross-trained on tasks assigned to higher-level Specialty Graphite Operators, with the goal of progressing to a higher-level Specialty Graphite Operator.

### QUALIFICATIONS

#### Education/Experience

High school diploma or General Education Development (GED) equivalency, required.

A minimum of five (5) years of manufacturing experience, preferred.

#### Knowledge/Skills/Abilities

**Technical Skills.** Ability to read, comprehend, and follow work instructions. Ability to read and understand drawings and blueprints. Ability to safely and effectively use a variety of hand and power tools, including razor knife, bandsaw, chipping hammer, drills, vibrators, commercial mixers, hydraulic equipment, process controllers, electrical equipment, cleaning machines, etc. Ability to read a tape measure, both metric and standard. Ability to accurately perform basic mathematical calculations including addition, subtraction, multiplication, and division. 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. Ability to direct and train others following established guidelines.

**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 Outlook. Ability to learn and utilize PWS system, and use scanning technology.

**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 read and interpret information such as safety rules, work standards, work instructions. Ability to write routine reports and correspondence.

**Professional Development.** Demonstrated commitment to own personal professional development and learning.



## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Perform all functions of the Specialty Graphite Operator I position, as needed, including but not limited to:
  - a. Safely and efficiently using hoist, slings, cranes, and forklifts to move raw materials and finished goods throughout the facility.
  - b. Efficiently and effectively performing routine tasks such as cutting, boxing/crating stock, and loading/unloading materials from furnaces.
  - c. Operating a variety of equipment including saws/cutting equipment, hand and battery-operated tools, material crushing equipment, hydraulic press and pneumatic press, customer supplied/owned equipment, floor sweeper and floor scrubber, and part cleaning machines.
  - d. Accurately labeling raw and finished goods materials and completing inspection and inventory forms.
  - e. Performing general plant and equipment cleaning duties to ensure a safe working environment and optimal operability, respectively.
2. Perform all functions of the Specialty Graphite Operator II position, as needed, including but not limited to:
  - a. Safely and efficiently operating production equipment such as furnaces, ovens, wand machines, band saws, miter saws, automated cut off saws, production controllers, and loading/unloading equipment.
  - b. Fabricating and processing production according to established procedures.
  - c. Performing in-process quality control checks by visually inspecting WIP and finished goods.
  - d. Accurately and legibly documenting production records both manually and electronically.
  - e. Interpreting process control instruments such as temperature recording/controllers, flow meters, micrometers, vernier calipers, etc.
  - f. Performing daily checks of equipment and modifying, repairing, and/or performing maintenance to equipment, as needed.
  - g. Operating pressure and vacuum vessels and equipment (impregnation).
3. Accurately calculate batch weights and production mixes per requirements.
4. Safely and efficiently set up, operate, and troubleshoot production equipment such as mixers, hydraulic press, cut off tools and saws, and measuring equipment.
5. Properly assemble and disassemble tools, dyes, and equipment, as needed.
6. Evaluate production methodologies and process changes and provide input and recommendations for improvements to plant leadership and cross-functional departments.
7. Actively collaborate and assist with product development and research and development activities.
8. Assist with new equipment startup and operational procedure development.
9. As assigned by the department supervisor, assist higher-level Specialty Graphite Operators with various manufacturing tasks, including making mixes, moving materials and products, data recording, etc.
10. Actively participate in cross-training activities related to Specialty Graphite Operations by becoming cross-trained and cross-training new hires and other operators, to ensure operational continuity and efficiency.
11. Promptly report all maintenance needs or emergencies to plant leadership.
12. Continuously maintain a safe, clean and organized workstation.
13. Support all ISO systems and personnel. Ensure all ISO documents and procedures are followed and participate appropriately in the event of an audit.



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. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
19. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
20. 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, bend, reach, walk, and use hands and fingers to grasp, handle or feel. Ability to lift up to 65 pounds occasionally and up to 25 pounds frequently. Must be able to communicate effectively in English by telephone, in person and in writing and effectively use a personal computer. Specific vision abilities required by this job include close 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 an industrial manufacturing environment, where moderate background noise, presence of natural and artificial light, exposure to work temperatures from ambient to controlled, hard walking surfaces for standing and walking, and moderate amounts of airborne graphite dust, are present. Personal Protective Equipment (PPE) including but not limited to goggles, respirators and safety footwear may be required.

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Team Member’s Signature

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Date

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Manager’s Signature

\_\_\_\_\_  
Date