



GRAPHITE SUPERVISOR

DEPARTMENT:	Graphite	REPORTS TO:	Production Manager, Graphite
DIVISION:	Sanborn	FLSA STATUS:	Exempt
JOB CODE:	7040	EFFECTIVE DATE:	03/31/21

JOB SUMMARY

Supervise and coordinate the day-to-day activities of a Graphite production team. Ensure organization and production goals are met and customer expectations are fulfilled. Provide hands-on support in addition to supervisory responsibilities, as needed.

QUALIFICATIONS

Education/Experience

Associate degree in a technical discipline, plus four (4) years of related experience; or equivalent combination of education, training, and experience. Experience in a manufacturing environment required. Previous experience in a lead/supervisory role preferred.

Knowledge/Skills/Abilities

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.

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.

Strategic Change Agent. Ability to foster commitment to the shared mission and vision of Pyrotek and actively lead in development/execution of strategic goals and objectives related to assigned responsibility.

Leadership Skills. Build a culture of tolerance, acceptance, and civility by setting an example to team members. Ability to coach and motivate team members in planning, strategic product management, decision-making, teamwork, and process improvement. Ability to effectively manage team projects to completion according to schedule. Ability to provide regular performance feedback and to write annual performance reviews. Ability to foster attitudes, conditions and environments that guide teams toward excellence and a respectful, positive, transparent, and collaborative environment. Ability to develop team member skills and encourage growth, and to foster quality focus including improving product development processes and procedures.

Computer/Applications Skills. Proficient computer skills using a variety of software application systems. Working knowledge of MS Office, including Word, Excel, PowerPoint, and SharePoint.

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. Ability to define problems, collect objective data, establish facts, and draw valid conclusions.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek's ability to meet and/or exceed goals and objectives. Demonstrated passion for developing others.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Effectively oversee, and monitor the performance and production needs of the graphite department, and impregnation production to include:
 - a. Procurement of necessary materials using production equipment and a variety of machine tools.
 - b. Loading and unloading baskets of stock from autoclaves. To include the use of hoists, slings, fork trucks, etc.
 - c. Properly label materials leaving the department.
 - d. Performing regular process control checks as required. Troubleshoot and resolve irregularities promptly, escalating to supervisors as appropriate.
 - e. Directing team members in effectively meeting production goals in a timely and cost-effective manner.
 - f. Monitoring performance of team members to ensure compliance with standard operating procedures.
 - g. Maintaining specified scrap objectives.
 - h. Actively seek out and accept opportunities for new and different requests and explore opportunities to add value. Testing of new raw materials to save on department costs.
 - i. Coordinate with the maintenance department to ensure process equipment is maintenance schedules are met and maintained.
 - j. Planning and scheduling production operations and shipments, to include inhouse work orders as well as external.
 - k. Adherence to all ISO procedures and or supports ISO systems, with the goal being continuous improvement.
 - l. Maintaining accurate inventory counts of parts and raw materials by utilizing Visual program, reconciling variances, and inputting data. Ordering department supplies as needed for production.
 - m. Inspecting process equipment to ensure specific operational performance and optimum utilization and coordinating maintenance with outside vendor when needed.
 - n. Collaborating with and providing assistance to the Process Engineering Group in product and process development. Accurately performing process control checks, labeling materials used in the department.
2. Develop or revise standard operational and working practices to achieve maximum efficiency and to ensure compliance with all ISO systems and personnel. Monitor team members to ensure compliance with established standards. all necessary production records and reports.
3. Supervise, coach support, train and develop personnel in assigned area; resolve personnel issues, redirecting complex issues to management and HR in a timely manner; directly manage team members, including



assigning and reviewing work, evaluating performance/compensation, resolving grievances, administering disciplinary action, interviewing employment candidates, and effectively recommending hires and terminations in a timely manner.

4. Ensure effective communication of goals, objectives, and expectations throughout assigned department/team members. Maintain the cooperation and support of team members company-wide through effective interdepartmental communication. Serve as a role model in areas such as professionalism, service orientation, agent of change, education, and commitment to organizational goals and objectives.
5. Foster attitudes, conditions and environments that guide your team toward excellence while acting with integrity and ethics aligned with Pyrotek core values. Create a work environment that helps foster tolerance, acceptance and civility and the ability and desire of team members to act in empowered ways. Actively reward/recognize team members to reinforce accomplishments and positive outcomes.
6. Determine the effectiveness of policies, procedures, and projects/plans. Take appropriate corrective measures when necessary. Identify new applications, innovations, quality and/or safety improvements and report findings/results to management. Ensure all activities and operations are performed in compliance with federal/national, state/regional, and local regulations.
7. 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.
8. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
9. 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.
10. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
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. As a member of the management team, promote and ensure compliance with Equal Employment Opportunity and Affirmative Action.
14. Perform other tasks as assigned by the Manager.

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 50 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, team member will work in both an office and manufacturing environment. While in manufacturing areas, the team member may also be exposed to moderate background noise, moderate amounts of airborne graphite dust, presence of natural and artificial light, exposure to work temperatures from ambient to controlled, hard surfaces for standing and walking. Personal Protective Equipment (PPE) may be required.

Team Member's Signature

Date

Manager's Signature

Date