

# Assembler

---

<b>DEPARTMENT:</b>	Assembly	<b>REPORTS TO:</b>	Assembly Production Supervisor
<b>DIVISION:</b>	Aurora	<b>FLSA STATUS:</b>	Non-Exempt
<b>JOB CODE:</b>	8002	<b>EFFECTIVE DATE:</b>	7/16/24

---

## **JOB SUMMARY**

Working from blueprints, sketches or oral instructions, accumulates parts, assembles, disassembles, and performs minor alterations on a variety of standard components.

## **QUALIFICATIONS**

### Education/Experience

High School Diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC), or equivalent combination of education and experience.

Previous experience in manufacturing and/or carpentry preferred.

### Knowledge/Skills/Abilities.

**Technical Skills.** Ability to read basic blueprints, drawings and sketches. Ability to use measuring tools, hand tools, power tools, hoists and cranes. Ability to obtain tow motor certification. Ability to use bar code scanner to log parts, and scales to enter measurements into database.

**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.

**Computer/Applications Skills.** Ability to use bar code scanner to log parts.

**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.

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

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

1. Efficiently performs bench and floor work as assigned to assemble, construct, build and repair parts for degassing equipment, metal pumps and similar units. May require some or all of the following functions: grinding, sanding, mixing, cementing, wrapping, painting and laminating.
2. Accurately set up and/or adjust equipment to ensure parts are altered or adjusted appropriately by examining them for a specified fit or specification range based on blueprint.
3. Willingly assist and collaborate with other assembly projects as needed.

4. Safely use hoists and tow motors to safely move parts and materials.
5. Precisely perform functionality tests and works in conjunction with quality inspectors.
6. Efficiently perform general clean-up work as assigned.
7. Maintain accurate inventory levels using barcode technology.
8. 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.
9. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
10. 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.
11. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
12. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
13. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
14. 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 lift up to 50 pounds frequently, stand and walk for long periods on hard surfaces, and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

**WORKING ENVIRONMENT**

Work in a manufacturing environment where the following applies: presence of natural and artificial light, exposure to work temperatures including ambient and controlled, light to moderate amounts of airborne graphite dust, and moderate background noise. PPE (Personal Protective Equipment) required.

\_\_\_\_\_  
Team Member’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date