



## RIGID MACHINE OPERATOR

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**DEPARTMENT:** Rigid Glasweve

**REPORTS TO:** Production Supervisor

**DIVISION:** USA Foundry

**FLSA STATUS:** Nonexempt

**JOB CODE:** 7064

**EFFECTIVE DATE:** 9/23/24

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### JOB SUMMARY

Operate the Rigid Glasweve filter line by processing raw material into Rigid Glasweve semi-finished and finished product via various mixing, cutting, and packaging techniques.

### QUALIFICATIONS

#### Education/Experience

One (1) year of manufacturing or machine operation experience; or equivalent combination of education and experience, preferred.

#### Knowledge/Skills/Abilities

**Manufacturing/Technical Skills.** Ability to read, interpret and apply basic drawings. Ability to perform basic mathematical skills (addition, subtraction, multiplication, and division) utilizing a calculator, including forms of measurement and other work material calculations. Working knowledge of tools, equipment, and devices, and ability to use hand operated and power tools. Proficiency with performing tasks with precision and manual dexterity. 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 to access material, record labor hours and access ADP Employee Self Service

**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. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills Ability to develop functional and technical skills which guarantee a high level of accomplishment. Ability to achieve hourly production requirements.

**Professional Investment.** Demonstrated commitment to own personal professional development. Willingness and ability to be cross trained in other department(s).

**Flexibility.** Ability to work outside of standard schedule to meet department expectations and deadlines.



## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Perform coating functions by proficiently processing raw material into coated material via mixing and coating techniques, to include:
  - a. Precisely following priorities and sequences in producing product to meet customer requirements.
  - b. Accurately reading and interpreting work order instructions and carrying out operations, as required.
  - c. Proficiently preparing and measuring granular and liquids in mixing of coating solution.
  - d. Accurately completing all related quality inspections.
  - e. Effectively processing coated rolls into Rigid Glasweve.
  - f. Accurately recording traceability information for each roll produced.
  - g. Storing processed Rigid Glasweve that is not sequencing to the next step in material holding room.
2. Perform laser cutting functions by proficiently processing coated material into semi-finished product (coupons), to include:
  - a. Precisely following priorities and sequences in producing product to meet customer requirements.
  - b. Accurately reading and interpreting work order instructions and carrying out operations, as required.
  - c. Safely loading coated rolls into laser cutting material feed bin.
  - d. Accurately selecting laser cutting program per semi-finished (coupon) Part Number.
  - e. Accurately completing all related quality inspections.
3. Perform form & fire functions by proficiently processing coated material/semi-finished product (coupons) into finished goods, to include:
  - a. Precisely following priorities and sequences in producing product to meet customer requirements.
  - b. Accurately reading and interpreting work order instructions and carrying out operations, as required.
  - c. Accurately selecting Form & Fire program per finished goods Part Number.
  - d. Safely collecting filters from bin.
  - e. Accurately completing all related quality checks.
  - f. Accurately packaging finished goods per instructions.
4. Immediately notify supervision of any out-of-tolerance coating, laser cutting, and form & fire readings and/or barriers to meeting production requirements.
5. Constantly multitask between Coating, Laser Cutting and Form & Fire processes to ensure a continuous manufacturing flow.
6. Continuously maintain a safe, clean and organized workstation, including machine, floor, mirror/lenses, molds and filters.
7. Perform basic Preventative Maintenance (PM) tasks, as assigned.
8. Identify and communicate areas for process improvement, cost, and waste reduction.
9. 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.
10. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
11. 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.



- 12. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
- 13. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
- 14. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
- 15. 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 or hear; regularly required to stand, walk, use stairs, bend and reach, use hands and fingers to grasp, handle and feel. Frequently lift materials weighing up to 40 pounds. Occasionally team lift, maneuver/handle material weighing up to 100 pounds. Communicate effectively in English by telephone, in person and in writing. Specific vision abilities require both up close and distant sight abilities.

**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, may be required.

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Team Member’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date