



ASSOCIATE ENGINEER – TAB

DIVISION:	TAB	JOB CODE:	2200
LOCATION:		JOB FUNCTION:	Engineering
DEPARTMENT:	TAB – Furnace Projects	FLSA STATUS:	Exempt
REPORTS TO:	TAB Global Contracts Director	EFFECTIVE DATE:	07/20/2026

JOB SUMMARY

Partner with the TAB Global Refractory Team to assist in developing technical drawings, manufacturing documentation, material estimates, and project plans that bring complex furnace and refractory designs to fruition. Work on-site with installation teams to observe furnace building operations and assist in ensuring furnaces are built in accordance with drawings and specifications.

QUALIFICATIONS

Education/Experience

Associates degree in mechanical engineering, materials engineering or a related field; or equivalent combination of education and experience.

A minimum of one (1) year experience in a refractory or manufacturing environment a plus.

Prior quality control experience in an industrial/manufacturing environment, and experience with AutoCAD / Inventor, strongly preferred.

Knowledge/Skills/Abilities

Engineering Skills. Ability to use material technical information/data to undertake theoretical heat transfer and expansion calculations for refractory materials. Ability to analyze and create bills of materials for each specific job. Strong mathematical skills.

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. Entrepreneurial attitude toward work center excellence.

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. Proficient MS Office computer skills, including Word, Excel and PowerPoint, Teams, AutoCAD, Inventor, 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.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning.

Flexibility. Ability to work outside of normal business hours due to business demands. On-site project work may result in short notice for traveling requirements and could potentially include 7 days / 12-hour work weeks.



Travel. Ability to travel by land or air, domestically and internationally, up to 20%. U.S. Passport or ability to obtain.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Assist the TAB Global Refractory Team with the design and development of proposed solutions for refractory parts and furnace arrangement drawings.
2. Collaborate with key stakeholders to produce sketches and drawings for sales, manufacturing, installation, and fabrications.
3. Assist with producing/amending drawings in accordance with customer specifications and technical documentation to ensure requirements are met.
4. Thoroughly evaluate drawings and identify/rectify problem areas.
5. Attend customer visits and engineering review meetings, when required.
6. Assist with producing "as built" drawings.
7. Input data to CNC polystyrene hot wire cutting machine for manufacture of formworks.
8. Actively participate in project planning activities.
9. Assist with producing and calculating full "Bills of Materials" for materials required for each job.
10. Assist with producing project planning modules (PDM).
11. Work on-site with installation teams to gather insight into how the furnaces are built and to help ensure furnaces are being built to drawings and specifications.
12. Assist with creating, implementing, and maintaining quality and safety documents for onsite activities.
13. 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.
14. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
15. 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.
16. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
17. Actively support compliance with all relevant ISO management system standards by evaluating, establishing, and/or maintaining controls to ensure environmental requirements are addressed in the design and development process for the product or service, considering each life cycle state and the hierarchy of controls. Ensure outsourced processes' and providers' environmental aspects are controlled or influenced.
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 sit for long periods-of-time, bend and reach, use stairs, lift up to 25 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, the team member will generally work in an office environment with exposure to a manufacturing environment that may present loud noise, moving mechanical parts, and fumes or airborne particles. Personal Protective Equipment (PPE) including approved footwear, respirators, and safety glasses/goggles may be required.

Team Member's Signature

Date