



EXTRUSION OPERATOR

DEPARTMENT:	Extrusion	REPORTS TO:	Graphite Foreman
DIVISION:	Sanborn	FLSA STATUS:	Nonexempt
JOB CODE:	7008	EFFECTIVE DATE:	07/17/2024

JOB SUMMARY

Operate the extrusion press and all equipment and machinery using a scale, crane, hot mixer, cool mixer, etc.

QUALIFICATIONS

Education/Experience

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

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 and equipment. 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 guide, assist and train peer Team Members.

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. Ability to follow instructions given by management and supervisor.

Computer/Application Skills. Working knowledge of Microsoft Office Products, specifically Outlook.

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 write routine reports and correspondence.

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

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently using hoist, slings, cranes, and forklifts to move raw materials and finished goods throughout the facility.
2. Properly weigh, mix, cool, and extrude materials according to established operational specifications and/or supervisor's instructions.
3. Gather necessary materials required for production.



4. Properly label all materials as they move out of the department to ensure appropriate inventory management.
5. Use a variety of gauges, instruments, hand and machine tools to perform work functions.
6. Perform process/quality control checks, as required.
7. Accurately complete all related documentation, as required.
8. Continuously maintain a safe, clean and organized workstation.
9. Promptly report all maintenance needs or emergencies to plant leadership.
10. Support all ISO systems and personnel. Ensure all ISO documents and procedures are followed and participate appropriately in the event of an audit.
11. 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.
12. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
13. 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.
14. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
15. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
16. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
17. 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 and reach, lift up to 65 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 generally will work in a manufacturing environment. While in manufacturing areas, the employee may also be exposed to moderate background noise, moderate amounts of airborne graphite and sand 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