



Utility Worker

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| DEPARTMENT: | General Plant | REPORTS TO: | Manufacturing/Facilities Mgmt. |
| DIVISION: | Cortland | FLSA STATUS: | Nonexempt |
| JOB CODE: | 8010 | EFFECTIVE DATE: | 9/25/24 |

JOB SUMMARY

Support production and maintenance functions by performing a variety of tasks including physical labor, tending to production equipment, handling facility and grounds cleaning and housekeeping duties, conducting routine maintenance activities, and operating various industrial tools, machinery, and equipment to ensure a safe working environment and seamless manufacturing operations.

QUALIFICATIONS

Education/Experience

High School Diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC).

Prior experience in an industrial manufacturing environment, preferred.

Knowledge/Skills/Abilities

Technical/Mechanical Skills. Ability to read and interpret basic drawings and work orders, and follow directions. Ability to use hand operated and power tools, and perform tasks with precision and manual dexterity. Working knowledge of spatial reasoning, cause and effect, heat conduction, velocity, gravity, and force. Basic mechanical and mathematical skills (addition, subtraction, multiplication, and division), and ability to apply form of measurement and other work material calculations utilizing a calculator. Ability to obtain and maintain industrial equipment certifications (e.g., cranes, forklift, and power jack).

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. 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 and scanning technology to clock in and out of jobs and track material usage.

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 complete the assigned task. Exceptional prioritization, time management and organizational skills. Ability to define problems, collect objective data, establish facts, and draw valid conclusion. Ability to read words and recognize similarities and differences between words and between series of numbers. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedural manuals.

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



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently perform various physical tasks, as needed.
2. Alertly tend to production equipment and assist with preventative maintenance tasks; notify supervision of need for repairs and any safety hazards that may exist.
3. Handle general maintenance and housekeeping duties, including but not limited to cleaning floors and windows, shampooing rugs, washing/painting walls, removing rubbish, shoveling snow from walkways, and removing debris from the facility grounds.
4. Safely and properly use various tools and equipment such as a forklift, personal man lift, scissor lift, overhead crane, and electric pallet jack.
5. Actively engage and collaborate with plant personnel and leadership to ensure seamless operations by presenting ideas and providing support.
6. 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.
7. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
8. 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.
9. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
10. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
11. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
12. 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, hear, and see, regularly required to stand, walk, bend and reach, use hands and fingers to grasp, handle and feel, and perform repetitive hand movements. Frequently lift and/or move materials weighing up to 50 pounds, and occasionally team lift, maneuver/handle material weighing up to 75 pounds. Communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, basic calculator, and telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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, required.

Team Member’s Signature

Date

Manager’s Signature

Date