



EXTRUSION OPERATOR

DEPARTMENT:	Extrusion	REPORTS TO:	Graphite Foreman
DIVISION:	Sanborn	FLSA STATUS:	Nonexempt
JOB CODE:	7008	EFFECTIVE DATE:	6/5/2021

JOB SUMMARY

Operates the extrusion press related equipment and machinery, including scales, crane, hot mixer, cool mixer, etc.

QUALIFICATIONS

Education/Experience

High School Diploma or equivalent preferred. A minimum of one year of basic high school math.

One year of manufacturing or related experience, preferably at Pyrotek.

Knowledge/Skills/Abilities

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 direct and train others following established guidelines.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Ability to write legible basic notes. Ability to clearly communicate job related information/directions in one-on-one and small group situations with other team members.

Computer/Application Skills. Basic knowledge and ability to effectively use a computer or ability to learn. Experience with Excel or ability to learn.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction, as well as collaboratively, 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 read, interpret information such as safety rules, work standards, work instructions. Ability to write routine reports and correspondence.

Job Specific Skills. Ability to safely and effectively use a variety of hand and machine tools and equipment, such as a drill, hammer, sanders, blenders, mixers, extrusion press, etc. Ability to safely handle material manually with hoist, slings, fork trucks, etc. Ability to be certified and operate a forklift proficiently and safely. Ability to accurately perform basic mathematical calculations including addition, subtraction, multiplication, and division.

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



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently operate the extrusion press and related equipment/machinery to include:
 - a. Properly weighing, mixing, cooling, and extruding materials according to established operational specifications and/or supervisor's instructions.
 - b. Procuring necessary materials.
 - c. Properly labeling all materials leaving the department.
 - d. Performing process control checks as required.
 - e. Using a variety of measuring gauges/instruments and hand/machine tools.
 - f. Handling materials manually or with hoist, slings, fork trucks, etc.
2. Always maintain a neat and orderly work area.
3. Promptly report all maintenance and/or safety needs to the appropriate party in a timely manner.
4. Accurately and legibly complete all documents as required.
5. Actively and positively support all ISO systems and personnel, following all ISO procedures and initiatives, with the goal being continuous improvement.
6. Assist in training new team members when necessary.
7. 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.
8. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
9. 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.
10. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
11. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
12. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
13. 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 50 pounds frequently, 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 team member 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