



# MOLD TECHNICIAN

---

<b>DEPARTMENT:</b>	R&D - Spokane	<b>REPORTS TO:</b>	Hearth Development Manager
<b>DIVISION:</b>	Energy Group	<b>FLSA STATUS:</b>	Nonexempt
<b>JOB CODE:</b>	3019	<b>EFFECTIVE DATE:</b>	3/25/2024

---

## JOB SUMMARY

Create and repair molds used for the manufacturing of specialty fireplace products; assist with mold development, basic design support, product sample preparation, and production support.

## QUALIFICATIONS

### Education/Experience

High school diploma or GED, plus a minimum of 1 year cabinet making or precision woodworking experience.

### Knowledge/Skills/Abilities

**Machine/Equipment Skills.** Proficient with handheld and motorized woodworking tools. Comfortable with regularly operating a table saw.

**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. Ability to discuss job related information in one-on-one and small group situations. Ability to identify problems and report them to their supervisor in a timely manner.

**Customer Service Computer/Applications Skills.** Basic computer skills required. Proficient with measurements and specifications. Basic understanding of cast materials, adhesives, coatings, etc. Working knowledge of blueprints, dimensions, and cad designs.

**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. Ability to add, subtract, multiply, and divide figures to include fractions and decimals. Exceptional prioritization, time management and organizational skills, and the ability to adjust quickly and appropriately to changing demands and needs. Ability to read and interpret information such as safety rules, work standards and work instructions.

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



## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

- 1) Safely set up and operate woodworking machines to ensure proper manufacturability of products by:
  - a. Shaping parts from wood stocks.
  - b. Using table saws and a variety of handheld tools to assemble wooden box "tools".
  - c. Precisely trimming component parts to ensure snug fittings and according to specifications of molds.
  - d. Fastening fits and clamps parts into joints as designated places to reinforcement joints.
  - e. Sanding and scraping surfaces and joints to prepare for finishing.
- 2) Thoroughly repair molds, as needed, and track repair frequency for reporting purposes.
- 3) Regularly perform maintenance on molds and mold-making equipment.
- 4) Develop new molds to include design support and create new and/or improved control processes.
- 5) Effectively collaborate with plant and organizational Team Members to assist in resolving internal and external customer complaints.
- 6) Promptly resolve supplier, intra-departmental, and department to department product non-conformities.
- 7) Continuously maintain a safe and clean working area.
- 8) 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.
- 9) Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
- 10) Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both in your department and across the organization.
- 11) Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
- 12) Participate in company/department meetings, training activities, continuing education programs and other associated activities.
- 13) Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
- 14) 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 or stand for long periods of time, climb stairs, bend and reach, use hands to grasp, handle or feel, lift or carry up to 25 pounds frequently, and up to 75 pounds occasionally. Ability to communicate effectively by telephone, in person and in writing.



**WORKING ENVIRONMENT**

Generally working in a manufacturing environment where noise, heat and other hazardous environmental elements exist. While performing the duties of this job, proper personal protective equipment (PPE) is required at all times.

\_\_\_\_\_  
Team member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date