

## CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

### APPLICATION FOR SALE/LEASEBACK TRANSACTION

**IMPORTANT NOTICE:** The answers to the questions contained in this application are necessary to determine your firm's eligibility for tax exemptions and other assistance from Cortland County Industrial Development Agency. The answers will also be used in the preparation of papers in this transaction. Accordingly, an officer or other employee of your firm who is thoroughly familiar with the business and affairs of your firm and who is also thoroughly familiar with the proposed project should answer all questions accurately and completely. This application is subject to acceptance by the Agency.

**TO: CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY**  
37 CHURCH STREET  
CORTLAND, NEW YORK 13045

This application is by applicant respectfully states:

APPLICANT: PYROTEK, Inc

APPLICANTS' STREET ADDRESS: 9601 E. MONTGOMERY AVE.

CITY: SPOKANE VALLEY STATE WA <sup>99206</sup> PHONE NO. 509-926-6211

NAME OF PERSON (S) AUTHORIZED TO SPEAK FOR APPLICANT WITH RESPECT TO THIS  
APPLICATION: Tom Howard, John Peck, Emma Thompson  
DAVE VASQUEZ

IF APPLICANT IS REPRESENTED BY AN ATTORNEY, COMPLETE THE FOLLOWING:

NAME OF FIRM: PYROTEK CORPORATE ATTORNEY

NAME OF ATTORNEY: EMMA THOMPSON

ATTORNEY'S STREET ADDRESS: 9601 E. MONTGOMERY AVE

CITY: SPOKANE VALLEY STATE WA PHONE NO. 509-926-6211  
Emmtho @ PYROTEK-INC.com <sup>99206</sup>

**NOTE: PLEASE READ THE INSTRUCTIONS ON PAGE 2 BEFORE FILLING OUT THIS APPLICATION.**

**INFORMATION CONCERNING THE PROPOSED OCCUPANT OF THE PROJECT  
(HEREINAFTER, THE "COMPANY").**

**A. Identity of Company:**

1. Company Name: PYROTEK, INC.  
Present Address: 30 MADISON BLVD CANASTOTA NY 13032  
Zip Code: 13032 Employer's ID No.: 91-0699706
2. If the Company differs from the Applicant, give details of relationship:  
N/A
3. Indicate type of business organization of Company:
  - a.  Corporation. If so, incorporated in what country? U.S.A.  
State: WA; Date Incorporated 6-11-1959  
Type of Corporation? PRIVATELY HELD; Authorized to do business in New York State? Yes X; No \_\_\_\_\_.
  - b.  Partnership. If so, indicate type of partnership \_\_\_\_\_;  
Number of general partners \_\_\_\_\_; Number of limited partners \_\_\_\_\_.
  - c.  Limited Liability Company. Formed in what country \_\_\_\_\_;  
State: \_\_\_\_\_; Date of Formation \_\_\_\_\_;  
Authorized to do business in New York State? Yes \_\_\_\_\_ No \_\_\_\_\_.
  - d.  Sole proprietorship. Name of Sole Proprietor: \_\_\_\_\_.
4. Is the Company a subsidiary or direct or indirect affiliate of any other organization(s)? If so, indicate name of related organization(s) and relationship:  
NO

**B. Management of Company:**

1. List all owners, officers, directors and partners (complete all columns for each person):

Name and Home Address	Office Held	Other Principal Office
<u>SEE ATTACHMENT</u>	<u>LISTING</u>	

Pyrotek Incorporated  
 Shareholders, Directors, and Officers Summary

Full Name	Position	Private Address
Allan George Roy	Shareholder, Director, Chairman, President	4308 S. Conklin Road, Greenacres, WA 99016
Maie Mearle Roy	Shareholder, Director	4308 S. Conklin Road, Greenacres, WA 99016
Heather Louise Roy-Ting	Shareholder	1609 South Crest Road, Spokane, WA 99203
Don Zel Ting	Shareholder, Director, Executive Vice President	1609 South Crest Road, Spokane, WA 99203
Michael Gordon Roy	Shareholder	2610 S. Bannen Court, Spokane Valley, WA 99037
John Edgar Sage	Director, Senior Vice President	8423 E. South Riverway, Spokane, WA 99212
Paul Allen Rieckers	Director, Treasurer	6619 W. Kitsap Drive Spokane, WA 99208
David Alan Vasquez	Secretary	2415 South Steen Road Spokane Valley, WA 99037
The Roy Descendants' Trust	Shareholder	9503 E. Montgomery Ave. Spokane Valley, WA 99206
The Allan G. Roy Children's Trust f/b/o Michael G. Roy	Shareholder	9503 E. Montgomery Ave. Spokane Valley, WA 99206
The Mearle M. Roy Children's Trust f/b/o Michael G. Roy	Shareholder	9503 E. Montgomery Ave. Spokane Valley, WA 99206
The Allan G. Roy Children's Trust f/b/o Heather L. Roy-Ting	Shareholder	9503 E. Montgomery Ave. Spokane Valley, WA 99206
The Mearle M. Roy Children's Trust f/b/o Heather L. Roy-Ting	Shareholder	9503 E. Montgomery Ave. Spokane Valley, WA 99206

- Another option is to break the Canastota business into segments and relocate it across some or all of the following under utilized Pyrotek plants: Dongguan & Nanning, China; Ed, Sweden; Chicoutimi, Quebec; Blansco, Czech Republic; Sydney, Australia; Sao Paulo, Brazil, Krasnoyarsk, Russia and the Monterrey, Mexico location. These locations are potentially attractive due to substantially lower direct labor costs and proximity to various markets compared to New York State, USA

All of the options listed above involve lower upfront and ongoing operating cost than moving to and operating in a larger facility in New York State. The PILOT program benefits are needed to keep this high growth business in New York State. This project is the last resort for keeping this business in New York State. Without this aid the following will happen:

- A business analysis will be undertaken to determine which of the above options are most attractive.
- New growth will immediately be channeled away from the Canastota, NY location
- Pyrotek will move forward with the selected option.
- Canastota business volume will begin shrinking within 12 months.
- Within a timeframe of 18 – 36 months the Canastota location will be closed and the building sold.

c. If the Company does not own the Project site, is there a relationship legally or by common control between the Company and the present owner of the Project site? Yes       ; No       . If yes describe; N/A

5. a. Zoning District in which the Project site is located: INDUSTRIAL (I-1)

b. Are there any variances or special permits affecting the Project site? Yes       ; No       . If yes, list below and attach copies of all such variances or special permits: \_\_\_\_\_

**D. DESCRIPTION OF PROPOSED CONSTRUCTION:**

1. Does part of the Project consist of the acquisition or construction of a new building or buildings? Yes       ; No X. If yes, indicate number and size of new buildings: \_\_\_\_\_

2. Does part of the Project consist of additions and/or renovations to existing buildings located on the Project site? Yes X; No       . If yes, indicate the number of buildings to be expanded or renovated, the size of any expansions and the nature of expansion and/or renovation: 1 BUILDING - RENOVATIONS INCLUDE MAJOR ROOF REPAIRS (SEE ATTACHED)

3. Describe the principal uses to be made by the Company of the building or buildings to be acquired constructed or expanded: BUILDING WILL BE USED TO MANUFACTURE REFRACtORY SHAPES AND FURNACES FOR THE ALUMINUM INDUSTRY

**E. DESCRIPTION OF THE EQUIPMENT**

1. Does a part of the Project consist of the acquisition or installation of machinery, equipment or other personal property (the "Equipment")? Yes X; No       . If yes describe the Equipment: (SEE ATTACHED)

2. With respect to the Equipment to be acquired, will any of the Equipment be Equipment, which has previously been used? Yes       ; No X. If yes, please provide detail: \_\_\_\_\_

## New Equipment Costs

Priority	Description	By When	Note	REQUIRED COST
Must	XL Oven	Prior to move	The current Large Oven, Oven 4, will not be cost effective to move and will not meet future capacity needs. Must be in place and proven prior to move, this will allow us to make the transition with minimal interruption to our customers.	\$ 400,000
Must	Welding Curtains	Prior to move	Need to Contain Welding & Cutting smoke fumes, protect adjacent employees from sparks and Flash Burns	\$ 4,000
Must	Plasma Fume Collection	Prior to move	Currently we are able to vent the smoke and fumes outside. This is not an ideal situation, nor is it the right thing to do for the environment. The projected position of the Fabrication department would not allow us a suitable location to duct the smoke and fumes to the outside.	\$ 34,000
Must	Floor Scrubber/Sweeper	Any	The use of a Scrubber Sweeper on the shop greatly reduces the dust in the air, tremendously improve the 6S, and reduces cleanup time. This is a necessary piece of equipment to maintain an clean and healthy work environment. Potential Lease item	\$ 20,000
Must	IT Network Equipment	Prior to Move	This cost does not include any visual systems equipment for new production lines. Estimated costs are based upon budgetary quotes. Physical network lines have not been tested for VoIP certification therefore we may need wiring. Will want to look at implementing a facilities and equipment maintenance software package to assist in preventative maintenance.	\$ 42,000
				<b>\$ 500,000</b>

## Project Use

Pyrotek Inc. acquired Thermal Systems America located in Canastota, NY in March 2004. Thermal Systems footprint is approximately 38,000 square feet. Since the first full year of ownership demand on the facility has more than tripled from \$4.123MM in sales revenue value in fiscal year 2005 to \$13.178MM in fiscal year 2009. Despite the impact of the current recession demand increased by 28.6% for the fiscal year ended June 30, 2009 from the prior year.

The Revenue/Sales amounts that were generated from the Canastota facility during FY 2009 were mostly from external New York State customers. The sales amount can be geographically allocated as follows:

- New York State Customers approx. less than 5% or \$500k
- International Customers approx. 60% or \$8m
- United States/Non New York State approx. 35% or \$4.7m

Since the acquisition by Pyrotek, as demand has grown, so has employment. The Canastota workforce grew from 20 to 59 employees between 2004 and January 2009, however recent, temporary recession related cutbacks have dropped the current number of employees to 40.

Marketplace fundamentals, the competitive environment, quality and process improvements and Pyrotek's continuing to infuse the business with capital lead to the conclusion that the business will continue to grow. The limits of the current facility footprint are being approached however and consequently in order to facilitate continued growth options beyond the current facility are being explored.

One option, contingent largely on cost, is to relocate the business to the Monarch Machine Tools building in Cortland. The building at approximately 140,000 square feet provides an additional 100,000 square feet over and above the current footprint for continued growth and expansion of the business.

### Expansion Plan:

Should the Monarch building be acquired in addition to continued organic growth of the existing business several initiatives are tentatively planned.

- The additional manufacturing space will facilitate qualification with a major customer that should lead to significant growth of the business. The additional floor space is needed to support the volume of business that this major customer potentially represents.

d. Is the predominant purpose of the Project to make available goods or services which would not, but for the Project, be reasonable accessible to the residents of the city, town or village within which the Project will be located, because of a lack of reasonably accessible retail trade facilities offering such goods or services? Yes   ; No X. If yes, please provide detail: N/A

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e. Will the Project be located in one of the following: (i) in the City of New York; (ii) an area designed as an economic development zone pursuant to Article 18-B of the General Municipal Law; or (iii) a census tract or block numbering area (or census tract or block number area contiguous thereto) which, according to the most recent census data, has (x) a poverty rate of at least 20% for the year in which the data relates, or at least 20% of households receiving public assistance, and (y) an unemployment rate of at least 1.25 times the statewide unemployment rate for the year to which the data relates? Yes X; No   . If yes, please explain: LOCATION IN A NEW YORK STATE  
EMPIRE ZONE

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6. If the answers to any of subdivisions c. through e. of questions 5 is yes, will the Project preserve permanent, private sector jobs or increase the overall number of permanent, private sector jobs in the State of New York? Yes X; No   . If yes, please explain: THE PROJECT WILL INCREASE  
THE NUMBER OF PERMANENT, PRIVATE SECTOR JOBS  
FROM 40 TO 110.

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7. Will the completion of the Project result in the removal of a plant or facility of the Company or another proposed occupant of the Project (a "Project Occupant") from one area of the State of New York to another area of the State of New York? Yes   ; No X. If yes, please explain:

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8. Will the completion of the Project result in the abandonment of one or more plants or facilities of the Company located in the State of York? Yes X; No   . If yes, provide detail: MOVING ENTIRE BUSINESS  
FROM CURRENT LOCATION OF 30 MADISON BLVD  
CANASTOTA NY 13032 TO PROJECT LOCATION

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9. If the answer to either question 7 or question 8 is yes, indicate whether any of the following apply to the Project:

## **Questions 9) a. and b.**

### **Statement of Need**

If Pyrotek is to remain a viable company today and in the future it must continue to grow. The total manufactured throughput at Canastota, NY has tripled since Pyrotek acquired the business in 2004. The facility is maxed out.

The plant in Canastota, NY has a footprint of 38,000 square feet. 18% of this square footage is leased on a year to year basis and is therefore vulnerable to loss of use. The plant lacks adequate office space, the lot does not allow for significant expansion, and the cost of new construction is prohibitive in Upstate NY.

Since 2004 Pyrotek has been looking for a larger plant location in Central NY. Although the area features several unoccupied buildings at any point in time, few have met Pyrotek's need for high building bays, heavy overhead cranes and reinforced floors. The few that have have either been in poor repair or have been much too large for Pyrotek. The Monarch building in Cortland is the only building that the company has found to be suitable in over five years of searching.

The Canastota plant is too small to support current and future demand. If the company does not continue to pursue growth opportunities it will eventually fail. The only suitable facility in Central New York is Monarch. Several other viable options are available to Pyrotek now including:

- A vacant plant Pyrotek plant in Jackson, TN. Although a less than ideal location this plant is already owned by Pyrotek and available immediately. The plant is large enough to house the current Canastota business and allow for significant growth.
- A Pyrotek plant in Monterrey, Mexico built in 2008 is less than 10% utilized. Fully burdened labor rates are approximately \$3.00/hour. The business could be relocated to the Monterrey location as the plant is large enough to house the current Canastota operation and allow for significant growth.
- Permatech, a major competitor of Pyrotek Canastota located in Graham, NC is currently for sale. Although the acquisition cost would be higher than the project cost for Monarch the advantage would be an immediate doubling of Canastota's business. The Permatech facilities are large enough to absorb the Canastota business and still permit significant growth.

Percentage of Project to be leased or subleased: \_\_\_\_\_

Use of Project intended by Sub lessee: \_\_\_\_\_

Date of lease or sublease to Sub lessee: \_\_\_\_\_

Term of lease or sublease to Sub lessee: \_\_\_\_\_

Will any portion of the space leased by this sub lessee be primarily used in making retail sales of goods or services to customers who personally visit the Project? Yes \_\_\_\_; No \_\_\_\_\_. If yes, please provide on a separate attachment (a) details and (b) the answers to questions II (F) (4) through (6) with respect to such sub lessee.

B. What percentage of the space intended to be leased or subleased is now subject to a binding written lease or sublease? N/A

IV. **EMPLOYMENT IMPACT.** Indicate below the number of people presently employed at the Project Site and the number that will be employed at the Project site at end of the first and second years after the Project has been completed (Do not include construction workers). Also indicate below the number of workers employed at the Project site representing newly created positions as opposed to positions relocated from other project sites of the applicant.

TYPE OF EMPLOYMENT				
	Professional Or Managerial	Skilled or unskilled	Semi-Skilled	Totals
Present Full Time	13	12	8	33
Present Part Time	0	0	0	0
Present Seasonal	0	0	0	0
First Year Full Time	25	33	16	74
First Year Part Time	0	0	0	0
First Year Seasonal	0	0	0	0
Second Year Full Time	28	43	24	95
Second Year Part Time	0	0	0	0
Second Year Seasonal	0	0	0	0

2. Is the applicant expecting to be appointed agent of the Agency for purposes of avoiding payment of N.Y.S. Sales Tax or Compensating Use Tax? Yes  : No  . If yes, what is the approximate amount of purchases, which the applicant expects to be exempt from the N.Y.S. Sales and Compensating Use Taxes? \$ 300,000 .

3. What is the estimated value of each type of tax-exemption being sought in connection with the Project? Please detail the type of tax-exemption and value of each exemption.

a. N.Y.S. Sales and Compensating Use Taxes: \$ 24,000  
b. Mortgage Recording Taxes: \$ \_\_\_\_\_  
c. Real Property Tax Exemptions: \$ 564,000  
d. Other (please specify): \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

4. Are any of the tax-exemptions being sought in connection with the Project inconsistent with the Agency's Uniform Tax-exemption Policy? Yes  ; No  . If yes, please explain how the request of the applicant differs from the Agency's Uniform Tax-Exemption Policy: \_\_\_\_\_  
\_\_\_\_\_

VII. **REPRESENTATIONS BY THE APPLICANT.** The applicant understands and agrees with the Agency as follows:

A. **Job Listings:** In accordance with Section 858-b (2) of the New York General Municipal Law, the applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, except as otherwise provided by collective bargaining agreements, new employment opportunities created as a result of the Project will be listed with the New York State Department of Labor Community Services Division (the "DOL") and with the administrative entity (collectively with the DOL, the "JTPA Entities") of the service delivery area created by the federal job training partnership act (Public Law 97-300) ("JTPA") in which the Project is located.

B. **First Consideration for Employment:** In accordance with Section 858-b (2) of the New York General Municipal Law, the applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, except as otherwise provided by collective bargaining agreements, where practicable, the applicant will first consider persons eligible to participate in JTPA programs who shall be referred by the JTPA Entities for new employment opportunities created as a result of the Project.

C. **Annual Sales Tax Filings:** In accordance with Section 874 (8) of the New York General Municipal Law, the applicant understands and agrees that, if the Project

## VERIFICATION

**(If Applicant is a Corporation)**

STATE OF New York )  
COUNTY OF Cortland ) SS.:  
 )

Thomas L. Howard deposes and says that he/she is the  
(Name of officer of applicant)  
Refractory Systems Division Manager of Pyrotek Inc.  
(Title) (Company Name)

the corporation named in the attached application; that he has read the foregoing application and knows the contents thereof; and that the same is true and complete and accurate to the best of his knowledge. Deponent further says that the reason this verification is made by the deponent and not by said Company is because the said Company is a corporation. The grounds of deponent's belief relative to all matters in the said application which are not stated upon his own personal knowledge are investigations which deponent has caused to be made concerning the subject matter of this application as well as information acquired by deponent in the course of his duties as an officer of and from the books and papers of said corporation.

Thomas J. Howard  
(Officer of applicant)

Sworn to before me this 15<sup>th</sup>  
Day of March, 2010.

Karen A. Bornback

## Notary Public

**KAREN A. BOMBARD**  
Notary Public, State of New York  
NO. 01BO6213575  
Qualified: Madison County  
Commission Exp. 11/09/2013

**Project Request:**

In order to accomplish Pyrotek's goal of establishing a facility in New York State with the long term commitment of increased full-time, permanent employment and profitability, we want to ensure that the company can remain competitive in the long term by ensuring cost stability. To assist in achieving cost stability, we would like to apply for the PILOT program.

Due to our current participation in the New York State Empire Zone program, we would like to apply for a non-standard, longer term PILOT program schedule commitment as follows:

**PILOT Program Schedule**

Project Year	% of Normal Taxes Payable
1	100%
2	100%
3	100%
4	100%
5	100%
6	100%
7	100%
8	0%
9	0%
10	0%
11	25%
12	25%
13	50%
14	50%
15	50%
16	75%
17	75%

**Employment Categories for Proposed facility:**

**Business Unit Manager:** Accountable for the operations of the Refractory Business Unit in USA, including all General Management Functions. Education & Experience: Engineering Degree combined with significant level of experience in all functions covered by the P&L.

**Sales/Product Manager:** Manages sales accounts. Supports sales engineers selling CNY products. Develops relationships with other Pyrotek business and cultivates new business. Manages product lines. Bachelor's degree in business, engineering or related field with 5-7 years experience.

**Financial Analyst / Accounting Manager:** Plans, directs, and coordinates work to evaluate the business processes of the operation. The information is then researched and analyzed to develop changes that enable the company to function in a manner which is more effective and more efficient. Performs all aspects of accounting function. Tracks cost. Develops budgets. Bachelor's degree in Business or Accounting with emphasis on finance. MBA preferred. Minimum 5 years experience in manufacturing environment.

**Plant Engineer:** Manages plant Capital Expense program, performs plant & facilities engineering, manages & supervises maintenance, supervises controls (panel) shop, manages contractors. Bachelor's degree in engineering discipline w/5 – 7 years experience.

**Maintenance Team Leader:** Lead and coordinate the maintenance team. Engages in the same work as the employees they supervise. Reviews jobs, assigns work, trains and coaches their employees to work safely, reduce costs, optimize productivity and continually upgrade the quality of their employees. Education & Experience: High School Diploma or GED, Trade School preferred. Journeyman certification. Minimum of 5 -7 years experience working industrial plant maintenance.

**Maintenance Technician:** Performs predictive, preventative and break down maintenance as assigned. High School Diploma or GED, Trade School preferred. Journeyman certification.

**Utility Technician:** Performs custodial work and grounds maintenance. May be assigned to capital projects, used to fill in or augment production departments. High school diploma or GED.

**Electrical Technician:** Performs and/or supervises electrical maintenance. Provides IT support. Supervises panel shop. Programs & troubleshoots controls systems. Associates degree in electrical technology plus 3 -5 years relevant experience required.

**Wireman:** Assembles & wires electrical panels. Demonstrated proficiency with relevant experience required.

**Chief Engineer:** Responsible for the output of the Engineering department. Four year engineering degree and 5-7 years of related experience, MBA Preferred

**Project Manager:** Responsible for entire project cycle. Ensures all phase of the project are completed to specification, on time and on budget. Includes design, development, manufacture, installation and commissioning

**Mechanical Engineer:** Designs Equipment and Products: Education & Experience: Four year technical or engineering degree desired with a minimum of 2 year technical degree and 5-7 years of related experience and/or training required.

**Electrical Engineer:** Electrical and control design of Equipment and Products: Education & Experience: Four year technical or engineering degree desired with a minimum of 2 year technical degree and 5-7 years of related experience and/or training required.

**Designer/Detailer:** Uses Computer Aided Drafting (CAD) tools to detail designs provided by the Mechanical/Electrical/Ceramic Engineers. Education & Experience: Two year technical college course desired with a minimum of 3-5 years of related experience.

**Support Systems & Services Manager:** Manages those processes that are critical to restoring flow, problem solving, waste reduction and elimination; and to the creation of a disciplined, engaged learning culture that is capable of sustained profitable growth. Accountability includes Human Resources, Organizational Development, Training, Pay for Knowledge, Quality and Health & Safety. Education & Experience: Bachelor's degree in Business Administration or related field. 5 years management level experience in a manufacturing environment.

**Quality Engineer:** Plan, direct, and coordinates work in the area of Quality. Spends the majority of time managing the quality system and solving product and process related quality problems. Establishes procedures and standards for use by site that provide consistency in products and processes. Analyses systems, processes and technology and identify areas for alignment, standardization, waste reduction or process/product improvement. Education & Experience: Bachelors degree in Technical, Science or Quality. Formal training in Quality Systems, Quality Tools, Auditing, and Statistics. 5 years minimum in a Quality Leadership role.

**Process Engineer:** Supports Production, Engineering & Supply Chain with specialized refractory materials knowledge. Designs & develops process improvements. Qualifies products. Surveys ovens. Special manufacturing and customer related projects. Education & Experience: Bachelors degree in Ceramics or Materials Engineering desired with a minimum of 2 year technical degree and 5-7 years of related experience and/or training required.

**Safety and Health Professional:** Plan, direct, and coordinates work in the area of Safety & Health. Spends the majority of time managing the safety & health program and

correcting and controlling safety and health issues and hazards. Establishes procedures and standards for use by site that provide consistency in safety & health. Education & Experience: Bachelors degree in Safety & Health, Technical or Science discipline. Formal training in Safety & Health Management Systems & Auditing. 5 years minimum in a Safety & Health Leadership role.

**Facilitator/Trainer:** Manages overall employee training program. Administers and coordinates TWI (Training Within Industry) program. In cooperation with other resources develops and conducts Safety & Health, Quality, TWI, and HR training as needed. Facilitates Organizational Development activities and Lean Manufacturing events. Bachelor's degree. Formal training in developing and delivering training and facilitation. 3 -5 years in a related role.

**Human Resources Administrator:** Performs administrative Human Resources functions related to payroll, performance management, hiring, benefits, Pay for Knowledge, etc. Performs administrative tasks for other staff functions as workload permits. Associates degree in business and/or related experience 3 – 7 years related experience.

**Customer Service Manager:** Manages four critical functions including Customer Service, Production Planning & Control, Supply Chain, and Shipping/Transportation. Draws up master schedule to establish sequence and lead time of each operation to meet shipping dates according to sales forecasts or customer orders. Analyzes production specifications and plant capacity data and performs mathematical calculations to determine manufacturing processes, tools, and human resource requirements. Establishes lead times. Education and Experience: Bachelor's Degree combined with relevant Experience.

**Customer Service Representative:** Receives and enters customer orders. Quotes lead times. Schedules production. Main interface with sales engineers and customers on non-technical issues. Associates degree and/or relevant experience

**Flow Path Planner:** Plans and schedules workflow through flow path according to previously established manufacturing sequences and lead times for guidance of production workers. Confers with department supervisors to determine status of assigned projects. Expedites operations that delay schedules and alters schedules to meet unforeseen conditions. Prepares lists of required materials, tools, and equipment.

**Supply Chain Leader:** Plans, directs, and coordinates the activities of the purchasing, shipping and warehouse departments. The Supply Chain Leader develops and implements purchasing and inventory control procedures to optimize throughput and reduce associated costs. Manages supplier relationships. Education & Experience: B.S. degree in business related fields. 10 to 12 years of purchasing/materials management experience.

**Buyer:** Creates and maintains part numbers. Purchases materials used in production, maintenance, CAPEX, etc. Expedites as necessary. Negotiates with supplier. Associates degree and/or relevant experience.

**Warehouse Supervisor:** Manages the daily shipment schedule by planning the day to day activities in the shipping, receiving and warehouse departments. Maintains and provides accurate inventory management and control. Education & Experience: High School Diploma or GED . Relevant Trade School Certificate preferred. Basic Knowledge of shipping and warehouse procedures and regulations required, at least two years Experience as a warehouse team leader at the facility. Minimum (5) years shipping, receiving, warehousing experience required, familiarity with MRP systems.

**Distribution Specialist:** Provide services in warehousing and inventory management. Responsible for pulling materials in preparation for manufacturing or shipment; verifying and entering receipt of incoming shipments and ensuring that all inventory items are properly identified, counted and readily accessible. Education & Experience: High School Diploma or GED equivalent. Minimum 5 years experience in warehousing environment, combined experience in purchasing. Minimum 1 years experience working with MRP system.

**Shipping and Receiving Specialist:** Prepares out-going products, parts and machinery for shipment by rust proofing, wrapping, crating, boxing and palletizing using sound packaging techniques. Education & Experience: High school diploma or GED equivalent. Minimum 2 years packaging experience in a manufacturing environment. Minimum 2-years experience operating 5/10 ton cranes, forklifts and various packaging equipment, export packaging experience a plus forklift, over head crane rigging certifications.

**Production Manager:** Responsible for Manufacturing Operations. Education & Experience: Technical Degree or relevant experience.

**Shift Supervisor:** Supervises second & continuous shift production operations

**Oven Operator (12 hr shift):** Operates Ovens on 24/7/365 basis. Also performs same work as both Large & Small/Int Shapes Specialists

**Mold Shop Team Leader:** Lead and coordinate the mold making department activities. Engages in the same production work as the employees they supervise. Reviews jobs, assigns work, trains and coaches their employees to work safely, reduce costs, optimize production and continually upgrade the quality of their employees. Education & Experience: High School Diploma or GED, Trade School preferred. Minimum of 5 -7 years experience working in carpentry, cabinet making, pattern making.

**Mold Builder:** Builds the molds in which refractory products are cast by utilizing foam, wood or other materials working with carpentry tools/techniques in the fabrication process. Completes jobs as assigned, safely, efficiently and accurately. Education & Experience: High School Diploma or GED, Trade School preferred. Minimum of 5 -7 years experience working in carpentry, cabinet making, pattern making or construction.

**CNC Foam Cutter Operator:** CNC operator uses computer numerically controlled (CNC) machines to cut and shape foam used in the mold making process. The CNC operator programs the foam cutting machine to create negative space. Also capable of performing the same functions as the Mold Fabricator/Builder. Education & Experience: High School Diploma. Trade certificate in carpentry, cabinet making, pattern making or machine shop preferred. Minimum of 5 -7 years experience working in carpentry, cabinet making, pattern making.

**Large Shape Refractory Team Leader:** Lead and coordinates the Casting department activities. Engages in the same production work as the employees they supervise. Reviews jobs, assigns work, trains and coaches their employees to work safely, reduce costs, optimize production and continually upgrade the quality of their employees. Education & Experience: High School Diploma or GED, Trade School preferred. Experience: Minimum of 5 years experience working in casting, demolding, or a construction.

**Large Shapes Refractory Casting Specialist:** Performs a variety of duties such as mixing refractory materials, filling molds, casting a wide range of products, loading and unloading of firing ovens and finishes refractory parts and assisting in packaging and shipping. Completes jobs as assigned, safely, efficiently and accurately. Education & Experience: High School Diploma or GED, Construction or Masonry trade school is a plus. Minimum of 2-3 years experience with production of refractory products.

**Small/Intermediate Shapes Refractory Casting Team Leader:** Lead and coordinates the Small Shape Refractory Casting department activities. Engages in the same production work as the employees they supervise. Reviews jobs, assigns work, trains and coaches their employees to work safely, reduce costs, optimize production and continually upgrade the quality of their employees. Education & Experience: High School Diploma or GED Construction or Masonry trade school is a plus. Minimum of 2-3 years experience with production of refractory products.

**Small Shapes Refractory Casting Team Operator:** Performs a variety of duties such as mixing products, loading and unloading of firing ovens and finishes refractory parts and assisting in packaging and shipping. Completes jobs as assigned, safely, efficiently and accurately. Education & Experience: High School Diploma or GED Construction or Masonry trade school is a plus.

**Fabricating Team Leader:** Lead and coordinates the Fabrication department activities. Engages in the same production work as the employees they supervise. Reviews jobs, assigns work, trains and coaches their employees to work safely, reduce costs, optimize production and continually upgrade the quality of their employees. Education & Experience: Trade Certificate in fabricating/welding. Minimum of 5-7 years experience in fabrication, construction or welding.

**Steel Fabricator / Welder:** Manufacturers, fabricates and assembles industrial furnaces for processing molten metal. Sets-up and operates welding machine to fabricated products, as specified. Completes jobs as assigned, safely, efficiently and accurately. Education & Experience: Relevant Trade School Certificate. A minimum of 3 years welding experience in a fabrication, construction, or welding-related industry is required.

**Skilled Service Helper:** Works from material cut list and engineering drawings. Measures, marks, cuts and drills steel (and other material) plate, sheet, tube, rod and structural shapes for fabrication. Assembles pre-cut material into kit for fabricator. Periodically assists fabricator and/or assemblers in completing non-skilled tasks. Work involves the use of plasma cutting table, band saw, drill press, steel nipper, measuring tools and various other hand tools. High School diploma or GED.

**Machinist Team Leader:** Lead and coordinate the Machinists activities. Engages in the same production work as the employees they supervise. Reviews jobs, assigns work, trains and coaches their employees to work safely, reduce costs, optimize production and continually upgrade the quality of their employees. Education & Experience: Journeyman's certificate and 5–7 years relevant experience.

**Machinist:** **Uses machine tools to manufacture parts used in finished products.** Sets-up and operates machines as specified. Completes jobs as assigned, safely, efficiently and accurately. Education & Experience: Relevant Trade School Certificate. A minimum of 3 years machining experience.

**Assembly Team Leader:** Lead and coordinate the Assembly department activities. Engages in the same production work as the employees they supervise. Reviews jobs, assigns work, trains and coaches their employees to work safely, reduce costs, optimize production and continually upgrade the quality of their employees. Education & Experience: 5–7 years relevant experience.

**Assembly Specialist:** Assemble or fit parts together to form complete units or subassemblies. Work may involve the use of hand tools, power tools, and/or special equipment to carry out fitting and assembly operations. Assembles industrial metal furnaces, filters and molten metal handing and processing equipment. Education & Experience: High School Diploma or GED. Relevant Trade School Certificate preferred. Minimum of 2-3 years experience working in an Industrial Manufacturing environment.