



Job Description - Chemical Lab Technician

Job Title: Chemical Lab Technician

Department: Lab

Reports to: Manager, Production, Quality Control and Logistics

1. Summary:

This Lab Technician is responsible for testing biofuel and associated products. The Lab Technician is instrumental in ensuring that quality biofuel is produced efficiently and on a timely basis, by monitoring quality, and laboratory instrumentation. The Lab Technician controls laboratory equipment, and systems that convert feedstock into biofuel by following established quality testing protocol. Finally, this position will support 'on call' as necessary 24 hours per day, every day of the year.

2. Essential Functions:

- Ensures that the lab is in compliance with all safety and environmental requirements to the highest standards under federal and state law.
- Maintains all Lab equipment, troubleshoots potential equipment problems, and reports concerns to the Production, Quality Control, and Logistics Manager as necessary.
- Organize certification tests on final biodiesel production lots.
- Takes samples and analyzes in-coming feedstock, in-process materials, and both product and by-product for acceptable quality.
- Conducts standard chemical and physical tests of solids, liquids, and gases for quality control, pollutants, etc.
- Maintains a clean, neat, organized laboratory at all times.
- Manages retention of lab samples
- Ensures that all lab testing chemicals, supplies, materials, etc. are in-stock in the correct amounts, and reports any shortages to the Manager, Production, Quality Control and Logistics
- Records, reports and manages test results regarding the entire production cycle.
- Prepares and retains exact written and numerical records and inspection reports.

3. Nonessential Functions: Assist with tasks as requested by Management.

4. Minimum Qualifications:

- Education Level: High School Diploma or G.E.D
- Field of Study (if applicable): N/A
- Experience (years and *environment): 1 - 2 years
- Environment: Experience in a process plant environment, preferably in chemicals, biofuels or petrochemical production.

5. Success Factors - Knowledge, Skills & Abilities:

- Experience with computerized equipment and controls and aptitude to learn company specific programs.
- Adheres to the company standard of safety, neatness, and cleanliness.
- Ability to safely powered industrial equipment.
- Working knowledge of feedstock and biodiesel processing, as well as BQ-9000 requirements.
- Ability to understand instructions and underlying principles
- Ability to reason and make sound judgement
- Ability to work independently or as part of a team.
- Mental alertness at all times to ensure safety and accuracy.
- Basic mechanical and electrical skills.
- Ability to interpret a variety of instructions provided in written, oral, or in a diagrammatic manner.
- Ability to troubleshoot and problem-solve under pressure/deadlines.
- Ability to adapt to changing situations and to handle competing demands with flexibility.
- Understanding of safety requirements, and able to respond to normal hazards and take appropriate precautions.
- Understanding of EPA, DOT, OSHA, and other federal and state regulations commonly associated with biodiesel manufacturing.
- Has valid/unexpired identification in accordance with form I-9 and a TWIC card.
- Ability to read, write and speak English.

6. Supervisory Responsibility: None

7. Physical Requirements:

- Continuously standing on concrete floor.
- Ability to distinguish colors.
- Frequent climbing, kneeling, stooping, pushing, pulling, and bending.
- Occasional sitting and use of computer.
- Occasional pushing, pulling, and/or reaching above the shoulders.
- Frequently carrying, lifting, and/or moving up to 50lbs unassisted.
- Frequently carrying, lifting, and/or moving 100 to 250lbs assisted.
- Ability to maneuver 600lbs with handcart or other device
- Repetitive hand movements with a firm grasp with the right and/or left hand.
- Ability to work outdoors in various climates and possible harsh conditions.
- Ability to manage contact/exposure to chemicals ordinarily found in a biodiesel facility.
- Ability to tolerate extended periods of physical effort.
- Must pass pulmonary testing and remain clean shaven at all times to wear respirator when job requires of in case of emergency.

8. Safety Sensitivities:

- Ability to manage contact/exposure to chemicals ordinarily found in a biodiesel facility.
- Responsible for operation of powered industrial equipment.
- Responsible for maintenance of valves, piping and equipment controlling and regulating the flow of materials and chemical constituents throughout the production system to ensure efficient and safe production.