



Laboratory Technician I

Division: POET Biorefining

FLSA Status: Non-Exempt

SUMMARY

The Laboratory Technician I is responsible for maintaining a clean, professional and safe working environment in the lab at all times. Team members in this position run multiple tests in accordance to the Standard Operation Procedures (SOP), ensure tests are completed in a timely manner and complete tests in a frequency that is established by the Quality Manager. If any testing results are out of range, it is the responsibility of the Laboratory Technician I to report this information to the Quality Manager. This position is largely self-directed and requires understanding company policy, procedures and values.

ESSENTIAL FUNCTIONS

1. Maintain a clean, professional and safe working environment in the laboratory.
2. Perform quality control tests on product streams.
3. Coordinate test results with operators to ensure optimum quality and efficiency.
4. Maintain laboratory supplies and provide supply orders to the Quality Manager.
5. Perform tests in accordance with approved POET SOP's and according to the frequency established by the Quality Manager and/or Operations.
6. Ensure all data is entered in a timely manner.
7. Ensure all Quality Control Standards, duplicates and cross-validations are completed as established by POET Biorefining standard operating procedure.
8. Perform NIR IT (PQ) testing on a weekly basis and report any test failures to the Quality Manager.
9. Notify the Quality Manager when any quality control standards are not within specified limits.
10. Work with operations on special testing requests.
11. Must be able to meet call-in requirements as well as work extended hours as necessary
12. Foster a culture of safe behavior and environmental compliance at all times.
13. Maintain a team environment at all times and champion POET in the community.
14. Other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should be able to demonstrate and provide the following:

- High School Diploma or equivalent required.
- Basic troubleshooting skills and prior analytical experience required.
- Prior experience with environmental testing and knowledge of cGMP, PI, QC and PQ reporting preferred.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.
- Excellent organizational, time management and communications skills as well as the ability to adapt to change.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is largely self-directed and requires a thorough understanding of company policy. Team members will be required to adhere to all safety requirements in all work environments. This position operates in multiple work environments, including a plant environment, a laboratory environment, as well as an office environment. In the lab, the team member will work with a range of analytical instrumentation, multiple chemical reagents and perform various wet chemistry tests. In the office, the team member will work on a personal computer. In the plant environment, the team member may be exposed to noise, heat, and other elements both inside and outside. While performing the duties of this position, the team member will be exposed to moving, mechanical parts, dusty conditions, high noise levels, internal and external temperature/weather conditions, and exposed to chemicals.

Specific physical requirements include:

- Occasionally lifting weight up to sixty (60) pounds.

Reviewed: June 2016

- Climbing several flights of stairs and ladders.
- Opening valves.
- Occasionally bending, twisting and turning while lifting weight of less than fifty (50) pounds.
- Data entry while seated for greater than one (1) hour.
- Walking up to two (2) or more miles per day.
- Pushing brooms, shovels, etc.
- Working at heights, in confined spaces and at temperatures from -20 to +100 degrees.
- Standing for extended periods of time.
- Wearing Personal Protective Equipment (PPE).
- Using hand and power tools.