



Laboratory Technician II

Division: POET Biorefining

FLSA Status: Non-Exempt

SUMMARY

The Laboratory Technician II is responsible for performing various tests including all applicable quality control standards and samples and reporting results to the Quality Manager. Lab Technician II's are also accountable for ensuring all necessary tests are completed accurately and in a timely manner as well as training operators in proper field sampling and testing techniques.

ESSENTIAL FUNCTIONS

1. Maintain a clean, professional and safe working environment in the laboratory.
2. Complete all necessary tests and ensure all data leaving the lab is accurate and precise through efficient and timely QC data entry.
3. Ensure all quality control standards, duplicates, and cross-validations are completed as established by POET Standard Operating Procedure (SOP).
4. Perform quality assurance testing on supporting laboratory equipment weekly.
5. Sanitize and maintain laboratory equipment.
6. Perform and analyze daily and weekly NIR IT (PQ) tests; report any significant deviations or test failures to the Quality Manager.
7. Perform NIR External Cross Validations as established by POET SOP to ensure NIR calibrations are working properly; report deviations to the Quality Manager.
8. Ensure HPLC Secondary Standards are within control limits.
9. Participate in and conduct laboratory meetings when needed; act as backup for Quality Manager when necessary.
10. Work with the operations team to maximize efficiency and output of plant operations.
11. Provide feedback to operations regarding plant performance based on testing results.
12. Train operators in proper field sampling and testing procedures.
13. Maintain, calibrate and validate the operations analytical instrumentation.
14. Must be able to meet call-in requirements as well as work extended hours as necessary
15. Foster a culture of safe behavior and environmental compliance at all times.
16. Maintain a team environment at all times and champion POET in the community.
17. 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:

- Bachelor's degree in Chemistry, Biochemistry, Microbiology, Biology or related science required. May consider POET Lab Tech I experience with documented successful performance.
- Basic troubleshooting skills and prior analytical experience required.
- Previous experience to the concepts of quality assurance and quality control within the laboratory environment 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 understanding of company policy, procedures, and values. 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

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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.
- 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.