

Job title	<i>Analytical Chemistry Laboratory Technician</i>
Reports to	<i>Laboratory Manager</i>

Job purpose

The Analytical Chemistry Lab Technician performs Quality Control and Quality Assurance roles in a production process.

This position works on a rotating shift schedule

Laboratory Work

70%

Sets up and monitors lab activities.

- Works assigned 12 hour swing shift including weekends and holidays. Will be required to work overtime.
- Performs laboratory tests in order to produce reliable and precise data to support product creation.
- Secures samples of product in the lab and tests regularly to ensure compliance as listed in production specifications.
- Accurately measures each component and documents on required template.
- Monitors all product during shift and suggests adjustments to Operations personnel accordingly.
- Designates when product is ready for shipment.
- Enters results into computer database and makes Certificates of Analysis.
- Must follow written Standard Operating Procedures.

Safety and Maintenance

30%

Ensures lab is up to code and mandated standards.

- Constructs, maintains and operates standard laboratory equipment.
- Tests lab equipment to ensure all is functioning properly.
- Troubleshoots lab equipment when able.
- Writes up trouble/maintenance tickets as appropriate.
- Keeps lab secure, safe, and clean.
- Answers technical questions about production and purity of bio-butanol and bio-acetone.
- Ensures the Laboratory is well stocked and resourced.
- Adheres and abides by all safety checks and regulations.

Qualifications

Essential:

- High School Diploma or equivalent;
- Preferred: 2 or 4 year degree in Chemistry, Applied Science, Microbiology, Analytical Chemistry or related field.
- Ability to use computers, Microsoft Office and willing to learn specialty software for HPLC and GC.
- Analytical, communication and interpersonal skills.
- Critical thinking, trouble shooting and mathematical skills.
- Must be organized and very detailed oriented.
- Able to read Standard Operating Procedures and ASTM Methods and process instructions/information.
- Ability to lift 50 pounds. May need to crouch, crawl, climb a ladder or walk upstairs for sample collection.
- Work environment may be hot, cold, loud, humid or slippery and involve toxic or caustic chemicals.

Desirable:

- Previous Quality Assurance/Quality Control experience.
- Hands on use of HPLC or GC including operation and maintenance.