

Job Description
Lab Technician



Reports To: Lab Manager
FLSA Status: Non-Exempt
Department: Lab

Summary

The Laboratory Technician is responsible for performing various tests including all applicable quality control standards and samples and reporting results to the Lab Manager. The Lab Technician is 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. Team member must be flexible with weekday hours, able to adapt to longer workdays on rare occasions and meet call-in requirements as needed. Team members must be able to work mandatory overtime when outside their regularly scheduled shift when directed by management.

Essential Functions

1. Maintain a clean, professional and safe working environment in the laboratory.
2. Complete all necessary testing and ensure all data is accurate and precise, through efficient and timely entry.
3. Calibrate, clean and maintain all laboratory equipment and analytical instrumentation.
4. Perform quality assurance testing and ensure all quality control standards, duplicates, and cross-validations are completed as established by RE, report deviations to Lab Manager.
5. Ensure that available denatured ethanol inventory is certified for load out, immediately report any deviations.
6. Assist in getting samples shipped out properly and timely, as needed, to include but not limited to: Magellan, Midwest Labs, SGS, AET, ECT
7. Keep the lab clean and stocked with supplies and consumables. Notify the CCO when reorders are needed and when orders are received.
8. Perform weekly effluent water testing and facility inspections, reporting any issues found to the Lab Manager.
9. Verify inputs into Fermcast and Front Sight, check trends regularly.
10. Pay close attention to fermentation and report anything out of the ordinary.
11. Oversee the retention of outgoing product samples.
12. Participate in and conduct laboratory meetings when needed; act as backup for Lab Manager when necessary.
13. Work with the operations team to maximize efficiency and output of plant operations.
14. Provide feedback to operations regarding plant performance based on testing results.
15. Attention to detail at all times, especially when testing, calibrating, entering data and filling chemicals.
16. Ensure operators are properly field sampling and testing according to established SOPs.
17. Perform all tasks associated with Feed Safety/Quality, assigned or as needed, to meet internal and external requirements relating to the production of safe, quality feed products, immediately report deviations.
18. Foster a culture of safe behavior and environmental compliance at all times.
19. Work in an honest and ethical manner; maintain confidentiality on all business related matters.
20. Team member is expected to physically report to work on time at their assigned location and is seldom absent.
21. Team member can be depended upon to complete work in a timely, accurate and thorough manner and is conscientious about assignments.
22. Must maintain strong integrity to work unsupervised, recognizing ways to stay busy with tasks that benefit RE
23. Maintain a team environment with other departments at all times.
24. Champion Redfield Energy in the community.
25. Maintain a high level of customer service and friendly atmosphere.
26. Other duties as assigned by the Lab Manager or CCO.

Education & Experience Requirements/Competencies

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

- High school diploma or equivalent required.
- Basic troubleshooting skills and prior analytical experience required.
- Previous experience to the concepts of quality assurance and quality control within the laboratory environment required.
- Proficiency in Word, Excel and Outlook as well as the ability and willingness to learn new software applications is required.
- Excellent organizational skills, communications skills, the ability to multi-task, and most importantly, the ability to work well in a team and acute attention to detail is a must.

Work Environment/Physical Requirements

After training, this position is largely self-directed and requires a thorough understanding of company policy, procedures and values. Team members will be required to adhere to safety requirements at all times and in all work environments. This position operates in both an office and plant environment. 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 as well as possible exposure to moving, mechanical parts, dust, high noise levels, internal and external temperature/weather conditions and exposure to chemicals.

Specific physical requirements include:

- Occasionally lifting weight up to fifty (50) 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 PPE.
- Using hand and power tools.