



Lab Technician

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

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SUMMARY

Laboratory Technicians are responsible for conducting routine tests in accordance with approved standard operation procedures and according to the frequency established by the Lab Manager. Lab Technicians are accountable for ensuring all necessary analyses are completed accurately and in a timely manner, as well as ensuring proper care, use and maintenance of equipment and supplies. Lab Technicians are responsible for the initial interpretation of results and all quality control data associated with the analytical methods performed. If any quality control result is outside the limits, it is the responsibility of the Lab Tech to report those results to the Lab Manager. The Lab Technician will also be involved in method development and other non-routine tests as required. Employment for this position is conditioned upon successfully passing certain pre-employment requirements.

ESSENTIAL JOB FUNCTIONS

- Ability to Run quality control test on product streams
- Ability to Run the HPLC, NIR, IC, GC, brix refractometer, moisture analyzer, Karl Fisher Columat titrometer, proof hydrometer, specific gravity test, yeast counts, viability, water analyses, titrations, plate counts, gram stains and other test as needed or requested.
- Coordinate test results with operators to ensure optimum quality and efficiency
- Keep track of supplies and give orders to Lab Manager
- Perform tests in accordance with approved Standard Operating Procedures and according to the frequency established by the Lab Manager and/or Operations
- Keep lab area clean and orderly
- Maintain a team environment and work with operations on any special test requests
- Complete any and all tasks assigned by Lab Manager, including, but not limited to, the investigation and/or implementation of new research projects
- Maintain confidentiality of all sensitive/proprietary operational and/or research information
- Effectively communicate with the Lab Manager and other department personnel to keep them informed and resolve issues
- Assure all daily documentation and accountability of required process information is completed in a timely and accurate manner
- Safe work practices are a condition of employment. Report any safety issue or problem to your supervisor and safety coordinator immediately
- Focus on continuous improvement in all aspects of the job
- Actively promote GLE's vision, mission, and values with employees, outside vendors, and customers
- Be depended on to report to work at the scheduled time and is seldom absent from work
- Complete work in a timely, accurate and thorough manner
- Maintain high level of customer service
- Other duties as assigned

EDUCATION/EXPERIENCE/COMPETENCIES

- High school diploma or equivalent required
- B.S. in Chemistry, Biochemistry, Microbiology, or related science is preferred
- Experience in standard laboratory practices and exposure to the concepts of quality assurance and quality control within the laboratory environment; in addition to being able to multi-task, and being technically versed
- Laboratory experience is helpful, but not required
- To perform the job successfully, an individual should demonstrate the competencies required to perform the essential functions of this position along with effective oral and written communication skills
- Knowledge in Word, Excel, and Outlook and the ability and willingness to learn new software applications
- Must be able to build, maintain and contribute to a team environment
- Individual must be able to give accurate verbal and written instructions
- Must be able to communicate clearly in English

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Must be able to adapt to outside work environments which could include cold, heat, wind, rain, snow and slippery surfaces. Individual will be exposed to high noise levels
- Data entry while seated for greater than one (1) hour
- Walking of two (2) or more miles per day
- Standing for extended periods of time
- Occasionally lifting weights of forty (50) pounds or less

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