

Job Description

Position Title:	Laboratory Technician
Relationships:	
Reports To	Lab Manager
Subordinate staff	
Other internal contacts	Department Managers Shift Coordinators Chemical Engineers
Work Environment:	Works within the Laboratory. Works in rotating shifts. Shift hours are established according to business requirements.
Summary of Responsibilities:	<ul style="list-style-type: none"> • Performs all laboratory testing & analysis in support of biodiesel production. • Develops and implements material testing procedures • Provides inputs for testing & analysis to ensure material produced meets specifications.
Responsibilities:	<ul style="list-style-type: none"> • Tests and analyzes in support of R&D of biodiesel process and production • Provides operational support as required, with respect to testing and analysis including emptying of 5 gallon drip buckets. • Conducts all daily testing and qualification of test and production material • Maintains records of all necessary testing process documents applicable to ensuring production products meet specifications and quality standards. • Ensures that the lab is maintained organized and kept clean at all times. • Other responsibilities as may be assigned by the Laboratory Manager
Job Specific Knowledge & Skills Required :	<ul style="list-style-type: none"> • Technical a degree and or proven experience to conduct testing and analyses to support the requirements of Bio diesel development and production • Knowledge of all applicable industry standards & specifications pertaining to the Biodiesel production. • Minimum 5 years' experience in a testing and development functional role • Strong Analytical skills required
Management Skills Required:	
Special Skills:	<ul style="list-style-type: none"> • Ability to perform a variety of testing duties and multi-tasking. • Must be self-motivated and a self-starter. • Ability to take responsibility for decisions and actions.

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Skills required for Equipment Use:	<ul style="list-style-type: none"> • Computer skills and minimum basic knowledge of using Word, and excel. • Ability to use all laboratory equipment • Ability to use calculators and perform computations and analyses of data • Background in use of statistics and ease of using statistics in data analysis and inference of conclusions
Key Performance Metrics :	<ul style="list-style-type: none"> • Ability to provide on time testing and analysis to support production needs • Ability to keep laboratory organized, clean and clutter free. • Other measurements as set and agreed on by the Laboratory Manager • Peers view of ability to work as a team member.

Acknowledgement

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand Global Alternative Fuels has the right to change this job description at any time. ***I understand, and am fully aware, that this job description does not constitute an employment contract or a guarantee of continued employment—even if I satisfactorily meet all performance measures. Further, I understand the Laboratory Technician position is classified as a Non-Exempt (hourly) position.***

(Please Print and Sign Name.)

Print Name

Signature

Date