

## **FOX RIVER VALLEY ETHANOL, LLC JOB DESCRIPTION**

**TITLE :** Laboratory Technician – Part time  
**REPORTS TO:** Laboratory Manager

**STATUS:** Non-Exempt  
**UPDATED:** January 2017

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### **Position Summary:**

Safely and effectively performs laboratory tests and operates equipment for all laboratory processes performed at Fox River Valley Ethanol LLC. Learns, understands and complies with plant safety and production rules and regulations. Monitors, documents, and troubleshoots laboratory activities according to established procedures. Keeps others informed of problems or potential problems as indicated.

### **Primary Responsibilities:**

1. Learns, understands, and complies with all laboratory and plant safety rules and regulations at all times. Holds self and others accountable for safe operations, wears required PPE, actively participates in regular safety training and testing.
2. Safely and effectively operates laboratory equipment and systems for all raw materials received and products manufactured by the Company, according to established procedures.
3. Learns and understands sequence of plant operations, purpose and implications of control systems, source/destination of piping, and how operations of each impact other areas in the Company.
4. Runs quality control tests on product streams, documents results (in computer or files as required), and coordinates test results with Production Management according to established procedures. Typical tests include (but are not limited to): HPLC, brix, moisture content, Karl Fischer, GC, IC, pH, acidity, specific gravity, yeast counts, viability, water analyses, plate counts, etc.
5. Works closely with Operations staff for test sample gathering to ensure optimum quality and efficiency. Assists with troubleshooting on tests as requested or needed.
6. Runs special tests as requested by Management.
7. Follows the instructions of Laboratory Manager in regard to conducting laboratory operations including but not limited to: quality checks, equipment maintenance and calibration, problem solving, and personal conduct.
8. Keeps laboratory clean and organized, performs housekeeping and sanitation of laboratory area according to established procedures.
9. Assists with tracking laboratory supply inventory and ordering according to established procedures.
10. Communicates in a timely manner with appropriate people regarding laboratory or operating conditions that need attention. Follows up with supervisor as needed.
11. Reacts quickly to problem situations and to directions given by management.
12. Performs special projects and other duties as assigned by management.

### **Work Relationships:**

Reports directly to Laboratory Manager. Works closely with many other employees on a regular basis – especially operations, maintenance, E&I – occasionally with office. Occasional contact with customers, contractors, and vendors.

### **Performance Expectations and Competencies:**

Work performed is expected to meet or exceed guidelines for safety, quality, accuracy, timeliness and thoroughness. Due to 24/7/365 operations, must be reliable and timely in reporting to work. Competencies include the ability to: think and work safely, accurately troubleshoot and resolve laboratory technical problems, gain the trust and respect of co-workers and management, communicate effectively and develop good working relationships with others, conduct self with honesty and integrity, take initiative to notice what needs to be done and the good judgment to act appropriately.

### **Knowledge, Skills and Abilities:**

Requires at least a Technical Degree in chemistry or biology, prefer some experience with running production laboratory tests. Must be able to use required laboratory equipment effectively and have a good understanding of general lab practices and organization. Familiarity with HPLC, GC and IC is highly desirable. Must be detail oriented and have ability to read and clearly speak English, follow written and verbal instructions, write legibly for logs and documentation, use computer for running/documenting test results, perform basic math operations (add, subtract, multiply, divide, fractions and decimals), use measurement devices, read gauges, distinguish color. Must be able to work both independently and as a team member, and multi-task effectively.

EXPERIENCE working in a process production environment with understanding of process flow is highly desirable.

SHIFT SCHEDULE – Part time work hours are generally 8 hours per day (usually between 7:00 a.m. and 4:00 p.m. - with some variability), Monday, Wednesday and Friday with occasional call-ins for nights and holidays. Alternates weekend on-call status with other Lab employees.

### **PHYSICAL AND SAFETY REQUIREMENTS:**

- Wear and appropriately use all required personal protective equipment (safety glasses, steel toe shoes, hearing protection, respirators, fall protection, hard hats, etc.)
- Wearing of contact lenses, jewelry and loose clothing are not allowed in the plant for safety reasons

**Working Conditions:**

Work is performed mainly indoors in a production laboratory environment. Alternates frequently between sitting, standing and walking. Will be outdoors in plant at least daily in all weather conditions – heat, cold, humidity, rain, snow, etc. Frequent exposure to laboratory equipment and chemicals. Occasional exposure to plant noise, moving equipment and mechanical parts, electricity, extremely hot and cold equipment and products, toxic and/or caustic chemicals, flammable materials, and dust, dirt/grease.