



## **JOB DESCRIPTION**

**JOB TITLE:** Laboratory Manager

**FLSA STATUS:** Exempt

**MANAGER'S TITLE:** Plant Manager

**General Summary:** Responsible for maximizing overall product quality and quantity by testing and analyzing the product in all points in the process while ensuring company policies, goals and operation objectives are met along with any other tasks necessary to complete such work.

### **Essential Duties and Responsibilities:**

- Assure prompt accurate data is generated, recorded/logged, and maintained from all lab instruments, experiments, and tests.
- Formulate quality control policies and control quality of laboratory and production efforts.
- Evaluate and analyze analytical information (data) to maximize efficiency of plant operations.
- Work closely with Production and Plant Manager to maximize fermentation efficiencies. Look for new solutions to better the plant.
- Develop and conduct Benchtop Fermentations (lab scale models of industrial scale processes). Analyze and communicate results accordingly.
- Prepare chemical solutions for products or processes, following standardized formulas or create experimental formulas.
- Monitor product quality to ensure compliance with standards and specifications.
- Communicate with production staff to maintain optimal efficiency, safety, quality, and quantity of product
- Interact with vendors and suppliers thru email, phone, and plant visits
- Monitor all water testing for the plant and make necessary adjustments as needed.
- Complete sampling rounds for operations as needed.
- Calibrate in-line plant instrumentation as needed.
- Order and maintain adequate supplies for the lab operations.
- Train plant personnel on the lab instrumentation and associated data entry as needed. This includes operation, maintenance, and calibration of the equipment.
- Develop and maintain up to date SOPs for lab operations.
- Send out samples for 3<sup>rd</sup> party verification/analysis and review, communicate, and archive results.
- Maintain all safety, health, and environmental rules and regulations at the federal, state and local level at all times.
- Communicate with Maintenance department for preventative maintenance and determining problem areas immediately.
- Responsible for managing lab staff and determining schedules, sequences, and assignments of work activities, based on work priority, quantity of equipment and skill of personnel for the benefit of the company. Evaluate, document and write annual performance reviews and conduct evaluations of direct reports.

- Respond to performance issues or misconduct of direct reports. Counsel, issue write-ups, and handle other employee discipline as necessary with help of HR guidance.
- Assist in the hiring process and finding qualified applicants. Offers feedback to Plant Manager and HR Manager and recommend dismissals of Lab employees.
- Autonomous work; generally expected to handle daily operations without frequent contact or direction from Management.
- Provide and maintain a safe work environment.

**Required Knowledge, Skills, and Abilities:** Must possess excellent communication skills, leadership skills, time-management skills, multi-tasking, detail-oriented, problem solving skills, good judgment, computer literacy, safety and security knowledge. Ability to handle pressure when there is an upset in the process.

**Education and Experience:** Bachelor's degree in scientific or technical field or the equivalent. Minimum of 1-3 years experience in quality assurance or laboratory setting required, preferably in the ethanol or petrochemical fields.

**Physical Requirements:** Must also be able to perform the following physical requirements, either with or without reasonable accommodation, which also constitute essential functions of the position:

- Ability to lift at least 50 lbs.
- Must have ability to work different hours, nights, weekends, and respond to on call when needed.
- Train, manage and audit any Lab functions
- Ability to understand the ethanol process to assist in situations.
- Able to work within facilities and outdoors, with exposure to large moving equipment, chemicals, loud noises, vibrations, dusty conditions, extreme temperatures along with exposure to penicillin.
- Operate and manage general office equipment
- Able to freely access all areas of Company premises, including going up and down stairs
- Ability to climb and maintain balance on ladders and elevated walkways and work at heights of at least 30 feet.
- Follow and enforce all safety precautions.
- Occasional use of Homeland supplied hand tools such as screwdrivers and hammers.
- Everyday use of lab equipment and proper sanitation procedures.
- Frequent sitting, bending, stooping, crouching, kneeling, reaching, twisting and forward-bend standing.
- Use of a two-way radio for communication.
- Speak to employees for training purposes.

**Working Conditions:** Work areas may have exposure to dust and other particles, various weather conditions, various temperatures, loud noises, vibrations and other extremes. Must be able to work safely with exposure to chemicals and while working with heavy moving machinery.

*While this job description attempts to identify a number of essential functions required of the position and offers various examples of the kinds of physical demands required, it does not list all the duties of the job and other duties may be required or assigned. Additionally, this job description is in no way a contract of employment and it does not affect the at-will nature of any employment relationship.*

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