

EnvirOx, LLC.

Job Description

Job Title: Quality Control & Lab Technician

Department: Production

Reports To: Quality Assurance Manager

FLSA Status: Non-exempt

Prepared By: HR

Prepared Date: 1/2019

Summary Plans and conducts activities concerned with the quality assurance of industrial processes, materials, and products by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Plans and conducts the analysis, inspection, design, test, and/or integration to assure the quality of assigned product or component.
- Performs reviews of design documentation for compliance with stated requirements, including vendor quality manuals and company quality records.
- Applies statistical process control (SPC) methods for analyzing data to evaluate the current process and process changes.
- Reviews all purchased products or components and provides input to the decision of whether to accept the product and future purchases from the vendor.
- Documents data obtained during all quality assurance activities, consistent with company policies and procedures.
- Develops new approaches to solve problems identified during quality assurance activities.
- Communicates significant issues or developments identified during quality assurance activities and provides recommended process improvements to management.
- Prepares reports to communicate involvement and results of quality assurance activities.
- Prepares and presents technical and program information to team members and management.
- Maintains a working knowledge of relevant government and industry quality assurance codes and standards.
- Assists R&D and Product Development in blending laboratory chemicals and performing QC analyses.
- May be required to help in other areas of shipping or production, as requested from the manager.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Accountability: Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with little need for oversight. Accepts responsibility for own actions. Strives to learn, understand and put into practice the EnvirOx model of Accountability as defined through the teaching of the Oz Principle.

Cooperation & Teamwork: Works harmoniously with others to get a job done; responds positively to instructions and procedures. Able to work well with other staff members and a variety of different personalities. Shares critical information with everyone involved in a project. Values positive working relationships. When appropriate, seeks the opinion of others.

Drive for Results: Is committed to doing what it takes to consistently achieve all commitments and performance goals which have been aligned with EnvirOx company goals and key results. Drives for results in improving organizational performance through one's every day contributions to make positive progress towards company objectives.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) in science or equivalent from two-year college or technical school; or three to five years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and the fundamentals of advanced algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have working knowledge of Microsoft Office applications in a modern PC environment.