

OmniLytics, Inc.
Job Description

JOB TITLE: Production/Lab Technician

SUMMARY:

This position is primarily responsible for assisting in lab functions through collecting and testing samples and maintaining the lab equipment and operations. Additionally, this position is responsible for assisting in production on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Operate standard lab equipment (micropipettes, centrifuges, incubators, autoclaves, etc..)

Assist in fermentation set-ups and take-downs

Perform standard microbiological techniques, such as PCR

Practice aseptic technique

Collect and/or process and evaluate various samples

Participate in various R&D projects

Enters notes and documentation relating to test, projects or samples

Maintain inventory records

Prepare bottling and packaging of product

Perform basic equipment maintenance

Clean equipment and work areas

Prepare media for lab and production use

COMPETENCIES:

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

- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Interpersonal Skills** - Maintains confidentiality; Listens to others without interrupting.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

- Written Communication - Writes clearly and informatively.
- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Judgment - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- Quality - Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner.
- Safety and Security - Observes safety and security procedures.
- 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.
- Initiative - Asks for and offers help when needed.

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:

Bachelor Degree (B.S.) preferably in biology, microbiology or related field of science, or one year 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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Excel and Word Processing software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand; walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee must frequently lift and/or move up 50 pounds regularly.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderate.