

POSITION PROFILE

POSITION TITLE: Quality Laboratory Technician
DEPARTMENT: Quality

REPORTS TO: Quality Supervisor
LOCATION: Baldwinsville

POSITION SUMMARY:

The Laboratory Technician is responsible for ensuring the timely collection, testing, reporting, and storing of sample material from the production floor at each stage of the production process.

RESPONSIBILITIES & DUTIES:

- Acquires product samples from each work center and reports results to the operator, leads and supervisors.
- Recommends course of action where non-conformance.
- Manages the storage and retrieval of test results.
- Operates within policies & procedures and maintaining compliance with corporate and regulatory requirements; including compliance with Occupational Health and Safety procedures. Ensures the safety of themselves and others as they move throughout the Plant work stations.
- Keeps equipment operating safely by enforcing its proper use in accordance with operating instructions.
- Troubleshoots lab equipment breakdowns.

Education/Experience/Skills

Essential

- High school diploma or GED and 2+ years' experience in high volume multi-shift manufacturing operation.
- Ability to solve practical problems and deal with a variety of variables and implement solutions to correct.
- Basic math and computer skills; knowledge of statistics preferred
- Observant, detail oriented and organized must utilize a logical and methodical approach to issues.
- Ability to read and interpret information.
- Excellent verbal and written communication skills with strong interpersonal and teamwork skills.

Desirable

- Syteline MRP system experience and knowledge preferred.
- Ability to write reports, business correspondence and procedure manuals.
- Box plant or converting plant experience.
- ISO 9000 or other auditing process experience.
- Lean Six Sigma experience.

GOALS

- Financial/EBITDA/Cash Flow: customer credits and waste.
- Customers: cost of poor quality and inspection logs complete.
- Safety and Health: Incidents.

WORK ENVIRONMENT

This is a manufacturing plant where hearing, and eye protection are to be worn at all times along with steel toe shoes.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, and talk or hear. The employee is occasionally required to sit. Specific vision abilities include close and distance vision, color and peripheral vision, depth perception, and the ability to adjust focus.

DISCLAIMER

The preceding job description/specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The items listed are representative of those that must be



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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.



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EMPLOYEE ACKNOWLEDGEMENT

I have read and fully understand the above position profile and all expectations.

Signature

Date