



Job Description

Job Title: Lab/Quality Technician	Job Reference No: 20226
Department: Operations	Job Grade: 8
Job Type: Deliver	Career Family: Operational
Reports to: Operations Supervisor	Nos Post Holders:
Location:	Date updated: April 23, 2021

Purpose:

The Lab/Quality Technician is responsible for measuring the quality and durability of manufactured wood pellets and ensuring that feedback is given to Operations when quality exceedances are recorded. This position uses knowledge of regulatory requirements to assess, document and make recommendations for quality assurance.

Organization Chart:

Director of Operations

Plant Manager

Operations Manager

Operations Supervisor

Lab/Quality Technician

Dimensions:

- *No direct reports*
- *Maintain internal relationships with co-workers and supervisors*
- *Maintain external relationships with truck drivers*
- *Receive and maintain all required HSE related training*

Key Accountabilities:

- *Take ownership of personal development*
- *Adhere to agreed policies and practices to maintain an effective workplace capable of meeting its objectives*
- *Proactively cross train in other plant roles (e.g. pelletizing, milling, etc.)*
- *Perform durability and moisture tests for wood pellets in the laboratory using specialized tools; sample and test raw materials, in-process materials, and finished goods; maintain lab equipment, QA/QC documentation, records, and sample archives*
- *Work with plant staff to ensure production quality and process control*
- *Maintain quality control tools and quality assurance instructions; audit, and maintain lab test procedures; ensure that all test results are timely and accurate*
- *Track and report process control and finished goods quality metrics.*

- Assist with process improvement projects designed to eliminate waste, improve product quality, and increase plant production efficiency
- Establish and maintain a lab 5S program in which all principles of 5S are followed
- Consult with plant management and personnel on better operational procedures to improve overall efficiency and product yields

Knowledge, Skills and Experience required:

- High school diploma or equivalent required
- Minimum of 3 years industrial experience
- Ability to adapt to working within a team or lone working environment, with *minimal* supervision
- Perform quality control inspections and complete appropriate paperwork
- Must have a professional attitude and work well with others
- Promote a safe working environment and follow all workplace and job safety procedures
- Knowledgeable of Lean/5S principles
- Competencies: Organizational Skills, Communication Proficiency, Technical Capacity, Leadership, Teamwork Orientation, Problem Solving/Analysis

Special Features:

Able to work in a hot, humid, cold and noisy industrial environments. Must be able to stand for long periods of time

Measures of Success:

- Conduct analyses of samples, compile data, identify out of spec samples using mechanical or electronic equipment or chemical analysis
- Follows standard operating instructions/procedures in the performance of all laboratory areas
- Maintain quality control tools and quality assurance instructions; audit and maintain lab test procedures; ensure that all test results are timely and accurate
- Maintain an evergreen 5S program in the lab environment
- Approach issues, mechanical failures, and operational issues with a Continuous Improvement mindset. (MBE)

How You Need to Act:

- Self-driven with ability to adapt to working within a team or lone working environment, with *minimal* supervision
- Commitment to work safely and consistently demonstrate safe behaviours & attitude
- Demonstrates interpersonal skills that enhance the team approach to work and problem solving

Job Holder Signature:

Line Manager Signature:

Date:

Physical/Mental Requirements

Physical/Mental Abilities	Significant (>50%)	Frequent (10-50%)	Seldom (<10%)	Never (0%)
Use written (verbal visual) sources of information, e.g. read reports, procedural		X		

documentation, reference materials				
Perform detailed work requiring visual activity, e.g. repair electronic equipment			X	
Uses non-verbal auditory sources of information, e.g. alarms		X		
Use oral communication to perform work, e.g. answer telephone, receive visitors	X			
Digital dexterity, e.g. using computer keyboard		X		
Stand	X (LBE)	X		
Sit	X		X (LBE)	
Reach	X			
Grasp	X			
Lift/Carry objects which weigh over 10 pounds		X		
Lift/Carry objects which weigh over 50 pounds		X	X (LBE)	
Walk	X			
Climb		X		
Kneel	X	X (LBE)		
Squat/Bend	X			
Push/Pull	X			
Make minor decisions requiring limited judgement, e.g. task sequencing, filing, sorting mail	X			
Make general decisions in the absence of specific directions, e.g. prioritizing workload	X			
Perform activities requiring sustained concentration, e.g. designing, planning work	X			