

## JOB DESCRIPTION SAMPLE CHECK-IN TECHNICIAN

**Status:** Temporary (4-6 months), full-time

**Reports to:** Lab Supervisor

**Pay:** \$21 per hour

### Summary of the Position

Under the direct supervision of the Lab Supervisor, the Sample Check-in Technician is responsible for checking-in all samples upon their arrival at Thermochem. Additional tasks assigned to the technician by the Supervisor include lab data entry and review, sample disposal, and gas bottle cleaning.

### Duties and Responsibilities

#### Laboratory:

The Sample Check-in Technician receives, unpacks, organizes, and checks-in all samples arriving at Thermochem for analysis. The Technician assesses samples that are received, creates the necessary database entries and report files for the laboratory analyses requested, and updates the chain of custody forms in the Laboratory Project Management files. The Technician is responsible for maintenance of the sample storage area, adding new samples, maintaining organization of samples currently in use, and movement of samples to the disposal area at the request of the Supervisor.

The responsibilities of the Sample Check-in Technician are not limited to check-in. The Technician receives all laboratory purchases, logs chemicals in the database, and delivers items to lab personnel. The Technician is responsible for sample bottle disposal. At the direction of the Supervisor, the Technician may also assist lab personnel in sample prep. The Technician may be asked to assist with other lab duties, including glassware washing, and other tasks assigned by the Supervisor.

#### Safety:

The Sample Check-in Technician participates in safety training and procedures for Laboratory and office work and ensures safety and quality control standards are met and properly documented. The technician works safely in close proximity to hazardous chemicals, high pressure/temperature conditions, and industrial hazards; performs all work in compliance with relevant environmental permits and regulations. Participation in weekly safety meetings is mandatory.

*Miscellaneous:* Performs other assigned duties and tasks as required.

*Skills Advancement:* Develops additional skills as directed by supervisor.

## Education, Knowledge, Skills, and Abilities

### Education/Experience:

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

1. A high school diploma

### Knowledge:

Ability to use Windows, Microsoft Word, Excel, Access, and Outlook; Ability to read and follow Standard Operating Procedures.

### Skills:

Strong computer skills in Microsoft Office (Excel, Access, Word, PowerPoint). Strong written and verbal communication skills. Must have good interpersonal skills to communicate rapidly and effectively within the organization and to represent the company in a professional manner to clients, suppliers and visitors. Works with a high degree of self-direction and independent judgment. Must be team-oriented, flexible, and able to meet tight deadlines.

### Work Hours and Travel:

7:00-3:30 workday, unless otherwise arranged with the Supervisor. The position may require short trips to local businesses to deliver or retrieve samples, acquire supplies, etc... The Technician must adhere to attendance requirements as stated in the policy handbook.

### Physical Requirements:

This job will involve extended periods of sitting; repetitive motion with hands, and extended use of keyboard and computer. Ability to lift 50 lbs. and to push/pull up to 100 lbs; job involves sitting, lifting, bending, climbing, twisting, reaching, walking, standing, repetitive motion, and extensive computer work.

### Working Conditions:

Combination of an office and laboratory setting. Exposure to fumes, airborne particles, toxic or caustic chemicals; use of protective gear required when working with hazardous chemicals. Parts of the day may be spent in a non-climate-controlled warehouse. Repetitive, accurate, and precise motions required; retrieving and dispensing solvents and concentrated acids and bases; disposal of solvents and chemicals into waste containers. The noise level in the work environment is usually low to moderate.

### Licenses:

Possession of a valid class C motor vehicle operator's license, and willingness to use personal vehicle in the course of employment.

**This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.**