



## JOB DESCRIPTION

**Position:** Topcoat Production Lab Technician

**Department:** Production

**Reports To:** Topcoat Lab Supervisor

**Status:** Non-exempt

### **POSITION SUMMARY:**

Production Lab Technician position will perform daily manufacturing operations for coatings products in accordance with current Good Manufacturing Practices, ISO requirements, and foreign regulatory influences.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsibilities include: creating of coatings solutions according to customer needs and production schedules, monitoring of equipment maintenance and calibration status, cleanup of workspace after production, training on activities related to job duties, following written procedures, and following regulatory requirements. The Production Lab Technician is also responsible for the proper documentation of all production activities and any assigned investigations and CAPA. Responsibilities may include the writing of SOPs or reports, simple troubleshooting of some manufacturing or equipment issues, and interfacing with customers and/or auditors.

Include, but are not limited to:

- Perform work in accordance with the production schedule
- Follow SOPs, QSPs, and cGMP
- Document manufacturing steps
- Perform quality control testing on manufactured products when necessary
- Monitor production inventories
- Perform assigned investigation and CAPA duties
- Manage cleanup activities following production
- Monitor equipment calibration status
- Monitor equipment operational status
- Perform calibrations
- Participate in safety inspections
- Participate in hazard analysis when operations change
- Maintain trained status in all assigned activities, and seek opportunities for growth
- Prepare standard operating procedures or reports when necessary
- Interface with customers, suppliers, auditors, and agencies, when necessary

### **QUALIFICATIONS & REQUIREMENTS:**

- Has knowledge of chemistry as taught in college level chemistry courses or equivalent experience
- Ability to operate in a cleanroom and laboratory environment
- Strong focus on safety, and ability to operate safely
- Plan and schedule work duties
- Self-starter
- Ability to interact with outside parties
- Good written and verbal skills
- Ability to read, interpret, and follow written procedures
- Good documentation skills
- Computer literate for standard word processing, spreadsheet, and e-mail software
- Ability to operate in a small company environment
- Must be able to lift up to 40 lbs