

Job Title: Lab Manager
Department: Quality Assurance
Supervisor: Plant Manager
FLSA Status: Full-Time, Exempt

Summary

Oversee all duties and responsibilities of the Lab including following quality control practices and procedures to assure the highest yields possible during the conversion of starch to ethanol. Supervise the testing of water, wastewater, ethanol and co-products as required by company standards and state and federal mandates. Provide guidance on a day to day basis for the Lab relative to the variations in the process. Identify tests to be performed to assure maximum production and the equipment required to complete testing. In addition, this position is responsible to verify all data collected within the department and deliver reports to Plant Manager as needed. It is a requirement of the position to follow all company safety rules and regulations.

Essential Responsibilities and Duties

1. Maintain awareness of plant operations and process conditions.
2. Review daily rounds sheets.
3. Oversee and perform quality control tests in all aspects of ethanol production as needed.
4. Properly document all testing results in computer software.
5. Structure and monitor special contamination studies (incubation).
6. Troubleshoot and perform maintenance on all lab equipment.
7. Hires, orients and trains. Evaluates, recommends pay increases and develops associates. When necessary carries out disciplinary actions or recommends termination of employment.
8. Oversee all duties of the lab technician position.
9. Implement goals and objectives to ensure the development of the lab technician.
10. Compile reports from weekly samples of distiller's grains, centrifuges and grains for fermentable carbohydrate content and modify distiller's grains.
11. Send weekly feed samples to outside labs for assurance testing, and advise Plant Manager of deviations of specifications.
12. Prepare statistical spreadsheets and graphs for trend tracking.
13. Attend industry events where applicable and represent company in a professional manner.
14. Frequent communication with production, operations group and plant manager are crucial to the success of this position.
15. Other duties as may be assigned to accomplish the safe and timely day-to-day operations within the plant.

Qualifications

- Good written and verbal communication skills
- Attention to detail
- Must have ability to plan, organize and follow through with special projects.
- Must have excellent computer skills preferably Microsoft Excel, Word and PowerPoint.
- Identification and justification of new equipment needs and budget preparation.
- Requires knowledge of and adherence to standards of good lab practices.
- Exemplify the high standards necessary to accomplish the goals of the Company.

Education and Experience

- A minimum of a B.S. degree in one of the science areas i.e. biology, chemistry, microbiology etc and/or related experience.
- Preferred experience with fermentation control, efficiency assessment, microbial stability, and cost assessments.
- Preferred previous supervisory experience.
- Preferred previous experience with database on Data Collection and Analysis Reporting.
- Work experience & equivalent to 2 years experience in core essential responsibilities and duties.

Physical Demands

Ability to lift and/or move up to 50lbs

Ability to climb stairs and ladders

Ability to work in outside conditions and in adverse weather

Walking

Standing

Sweeping

Working Environment

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts.

The employee is regularly exposed to dusty conditions.

The employee is regularly exposed to high noise environments.

The employee is regularly exposed to outside weather in all conditions.

The employee will regularly be exposed to chemicals used in the process.