



Position Description

Position Title:	Operations Technician
Reports to:	Scheduling Foreman
Reports:	No Reports
FLSA:	Non-Exempt
Department:	Operations
Date:	1/18/23

Position Summary: This position is responsible for the manufacturing, shipping, and receiving of both non-hazardous and hazardous products. It entails reading a formulation, following batch procedures, emptying into proper packaging, unloading trucks, recording transactions electronically, movement of products in and out of inventory, and shipping products in adherence with the appropriate regulatory agencies.

Essential Functions:

1. Manufacturers finish products with simple additions, low heat and few hazards with limited supervision.
2. Empty tanks by filling drums, pails, or totes.
3. Shipping and receiving (including picking product, stenciling, labeling, filling drums/pails/totes, securing product to pallets, inspecting product to verify quantities and quality, and loading/unloading trucks) with limited supervision.
4. Verify that all paperwork and documentation (packing slips, product labels, certificates, etc.) on incoming and outgoing products is complete and accurate.
5. Operate equipment including drum dolly, scales, pumps, stretch wrap machine, banding equipment, and tow motors.
6. Properly handle and store raw materials, finished goods and packaging.
7. Complete transactions in ERP system and perform inventory adjustments as needed.

Nonessential Functions:

1. Inspect Tow Motors daily.
2. Complete periodic and year-end cycle counts.
3. Complete general housekeeping tasks such as sweeping, floor scrubbing, cleaning, organizing, emptying underground holding tank and record data, and managing recycle box inventory. This also includes seasonal parking lot duty and grounds maintenance.
4. Other duties as assigned.

Competencies:

1. Communication skills
2. Flexibility and adaptability
3. Works well in a team
4. Quality of work
5. Ability to multitask
6. Strong analytical skills

Work Environment:

1. This position is performed in a warehouse setting, five days a week with typical work hours being 7:45 am through 4:00 pm. Regular in person attendance is required. Occasional overtime may be required.
2. Frequently this position will be required to walk into the lab, office and up or down stairs gather information or collaborate with other departments.
3. Proper personal protective equipment (PPE) should always be worn, including safety glasses and steel-toed shoes.
4. This position is salaried.

Physical Demands:

1. While performing the duties of this job, the employee is regularly required to lift, walk, stand for extended periods, sit, bend, reach with hands and arms, climb, push/pull, use hands, and see, hear and speak.
2. The employee must routinely lift and/or move up to 50 pounds.
3. The noise level in the work environment is usually loud and temperatures will vary with the seasons.

Technical Expertise/Specialized Knowledge:

1. Proficiency in MS Office [Outlook, Excel, Word] and Adobe or similar software is required.
2. Basic math skills are required.
3. Ability to use general office equipment such as computer, printer, copier, fax machine and scanner is required.

Education and Experience:

1. Education: High School Diploma or equivalent is required.
2. Experience: At least 1 year of general warehouse experience is required; at least 1 year of chemical manufacturing is preferred.
3. Certification: Current D.O.T., IATA, and IMDG certifications may be required, or must be obtained within 90 days of hire. Tow Motor certification must be obtained within 90 days of hire.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Employee's signature

Date

Manager's signature

Date