

Job Description

Job Title:

Chemical Operator All Levels

Job Summary:

The Chemical Operator assists in running all chemical manufacturing processes in compliance with all associated quality systems. Packs and ships all products. Maintains processes in their validated or compliant state.

Essential Duties and Responsibilities:

- ✓ Reads and follows written batch record. Documents in the batch record completed usage sheets.
- ✓ Takes bags off skids and empties contents into reactor.
- ✓ Shovels product from bin into dryer feed hopper.
- ✓ Scoops product from drums and weighs amounts.
- ✓ Rolls drums onto and off from skids.
- ✓ Operates forklift to move product.
- ✓ Handles lab equipment to monitor product dryness using lab moisture balance.
- ✓ Monitors in-process batches with regard to temperature, clarity, volume, etc. Documents value points per SOP
- ✓ Cleans reactors, filters and other process related equipment.
- ✓ Changes cartridges on various filters.
- ✓ Records appropriate steps on batch record and associated documents.
- ✓ Understands and complies with quality regulations as they relate to job responsibilities.
- ✓ Complies with good housekeeping and safety rules.
- ✓ Operates and understands various process pumps.
- ✓ Accurately weighs material on scales during final packaging in accordance with packaging documentation.
- ✓ Advises supervisor when raw materials or components need to be ordered.
- ✓ Troubleshoots process related equipment. (Dependent on Operator Level)
- ✓ Other duties may be assigned as deemed appropriate by management

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ High School diploma or GED.
- ✓ Ability to perform simple mathematical calculations using a calculator.
- ✓ Ability to accurately read and take measurements including reading a tape measure.
- ✓ Ability to read and interpret/follow production procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand or walk for long periods of time; sit; use fingers to make small equipment adjustments; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 55 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, ability to distinguish color change, and the ability to use a computer for extended periods of time.

Working Conditions:

While performing the duties of this job, the employee occasionally handles hazardous chemicals. The employee is occasionally exposed to fumes or airborne particles. A medical evaluation/clearance is required to wear a respirator for specific production processes. The noise level in the work environment is occasionally moderate/high.

Work Hours:

The Chemical Operator for Stroudsburg and Bangor will be required to work a 12 hour, 4 days on/ 4 days off schedule with rotating days which will include some weekends and holidays. This is an hourly position requiring the Operator to record the working hours on a time card using the available time clock.

All BioSpectra job functions require the ability and willingness to work from the Stroudsburg, PA or Bangor, PA facility.