



ASPEN RESEARCH CORPORATION POSITION DESCRIPTION

Technician III

Background/Purpose:

The individual performs routine sample preparations and prescriptive analyses following the direction of Technician IV-V, Analysts and/or Project Managers. Individuals in this position will communicate primarily internally. They will also assist in internal review of data. This individual is starting to develop an expertise in 1 analytical platforms. The position reports to the Laboratory Manager.

Primary Responsibilities/Accountabilities:

- Maintain laboratory work areas in an orderly fashion
- Perform routine testing, that they are qualified to perform, as requested
- Assist in training of Technician I and Technician II associates
- Prepare samples for testing following written or verbal instructions
- Provide internal review of testing data.
- Follow all ISO 17025 procedures and quality systems

Secondary Responsibilities

- Backup to front desk receptionist if needed

Job Requirements:

- Technical College Degree + 1 years relevant experience in a chemical analysis facility or science related field.
- Attention to details
- Willingness to cooperate with fellow associates and to learn new techniques
- Functional in Excel and Word
- Able to do basic mathematical manipulations such as algebra and basic geometry
- Other duties as assigned

Technical Knowledge

- Basic wet chemistry techniques such as titrations, pH and conductivity measurement
- Some experience with instrumental analyses and the maintenance of some analytical equipment

Communication

- Effective listener/learner
- Effective one on one and in internal groups

Leadership

- Collaborates with and works effectively with associates
- Maintains a respectful and safe working environment
- Able to coach/mentor Technician I associates
- Supports organizational led changes
- Participates in internal functional groups