



Job Description – Bulk Chemical Mixer/Lab Tech

Position Title: Bulk Chemical Mixer/Lab Tech	Reports To: Department Manager
FLSA Status: Non-Exempt	Work Schedule or Total Hours per Day: 8 hours per day + OT as needed

POSITION SUMMARY:

Responsible for handling bulk chemicals, mixing, additions within a metal finishing/ plating/ aerospace environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential functions are the core duties or tasks that the employee will perform. List the duties that are central to performing the most basic functions of the job.

1. Collects daily sample of plating baths for all departments.
2. Prepares routine chemical additions (daily).
3. Make-up new plating process bath per True-Chem requirements.
4. Reports any bath condition such as solution levels, abnormal issues, etc.
5. Collects daily water sample and water testing (such as RR or static rinses).
6. Routinely measures PH and adjustments as needed.
7. Conducts a weekly and monthly chemical inventory (Shop and Lab).
8. Receiving inspection Protocol of all chemicals (Shop and Lab).
9. Maintains all chemicals within the plant storage and sheds (Labels and housekeeping).
10. Assist Lab staff with additional testing as required (HDI, Metallic traces AA, etc.)
11. Collect, wash and store glassware
12. Assists Department staff as needed.
13. Adhere to safety regulations.
14. Perform other duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

Plating background and chemical handling experience required. Familiar with plating process and chemical reactions. Ability to communicate, read, and understand English. Ability to follow precise instructions. Ability to work around chemicals. Good Vision. Have no hand or finger movement restrictions. Must have excellent hand/eye coordination. Ability to communicate with management and co-workers. Work well with others as part of a team. Able to multi-task and work in a fast pace environment. Ability to work overtime during Audit and as needed. Must have the physical strength and endurance to perform tasks. Ability to drive a forklift.

ITAR REQUIREMENT:

Due to ITAR regulations, this position requires that the employee must be a U.S. Person (U.S. Citizen or Permanent Resident).



PHYSICAL DEMANDS (REQUIREMENTS):

This is a summary of all the frequency in which each of the body movements or physical demands are performed. Check all boxes according to frequency.

Physical Demands (Requirements)									
Work Setting:	Total Hours In 8-Hr Day					Total Hours In 8-hr Day			
	0-1 R	1-3 O	3-6 F	6-8 C		0-1 R	1-3 O	3-6 F	6-8 C
Office environment									
Body Movements					Physical				
Bend At Waist					Lift	1-10 lbs			
Twist Upper Body						11-19 lbs			
Kneel						20-49 lbs			
Walk – Uneven Surface						50+ lbs			
Climb					Carry	1-10 lbs			
Reach Above Shoulder						11-19 lbs			
Repetitive Use of Hands						20-49 lbs			
a) squeezing						50+ lbs			
b) keyboarding					Push	1-10 lbs			
Operate Foot Controls						11-19 lbs			
Endurance						20-49 lbs			
Sit						50+ lbs			
Stand					Pull	1-10 lbs			
Walk						11-19 lbs			
Talking						20-49 lbs			
Hearing						50+ lbs			

R = Rare (<1%) O= Occasional (1-33%) F = Frequently (33-66%) C = Continuously (66-100%)



LIMITATIONS & DISCLAIMER:

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and the content is subject to be changed, modified, or deleted at the discretion of the Company. In compliance with the Americans with Disability Act (ADA) and the California Fair Employment and Housing Act (FEHA), the Company will engage in the interactive process in order to determine and make reasonable accommodations with those individuals with a disability as defined by the ADA and FEHA.

Job Description Acknowledgement of Receipt

I acknowledge receipt of the job description and I have read and understand its contents.

Employee signature: _____ Date: _____

Employee Name: _____ Employee #: _____
(Please Print)