

**Enviro Tech Chemical Services, Inc.**  
**Job Description**



<b>Job Title: Production Tech III</b>	<b>Back Up: Production Tech II/III</b>
<b>Work Location: Helena, AR</b>	
<b>Department: Production</b>	
<b>Reports to: Production Supervisor</b>	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt	<b>Revision Date: 2/28/19</b> <b>HR Contact: Facility HR Representative</b>

**Essential Duties and Responsibilities:**

**A Production Tech III performs most tasks involved in the production of the company's products. The position follows general management practices and safe work habits to ensure production is as efficient and safe as possible. This person is responsible for operation of production equipment associated with the process, labeling, packaging, data entry into the business system, and general cleaning and other labor. Successful Tech III's follow daily written and/or verbal instruction to ensure safety, production and quality targets are being met.**

- On the floor, ready to work at the start of the shift (top of the hour).
- Prepare and complete orders for container labeling, bulk product, or customer labeling according to schedule (load tanks, pack, fill, and label).
- Production Techs are responsible for their work and their equipment. Responsible for reporting any discrepancies in paperwork, notifying supervisor of any mechanical or material issues and spills or mistakes immediately.
- Complies with company GMP's, HACCP, Safety rules and employee conduct policies at all times.
- Understands all minimum SOP's for Production Tech III.
- Understands procedures and emergency operations for bulk PAA and BromMax manufacturing.
- Uses the production daily tasks list to keep busy when assigned tasks are complete (no downtime).
- Maintain a clean and safe work area, return tools and equipment back to their proper area for storage, clean and ready for re-use, after each use. Empty trash containers as necessary, pick up loose items and place them in their proper place of storage.
- This position inspects, promotes, and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Responsible for assigned CQPs and CCPs, verifying pre-operational checklist and daily, weekly and monthly inspection for Food Safety and Quality Programs.
- Assist with counting of physical inventory.
- Wear the proper safety equipment when required.
- Contribute to team effort by accomplishing related projects and offering help in other departments if needed.
- Candidate must possess a current forklift license.
- Perform other job-related duties as required.

**Education and/or Work Experience Requirements:**

***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 required.
- Verbal and written communication skills, including ability to effectively communicate with internal team members and external vendors or customers via email, telephone, 2 way radio, or handwriting.
- Computer proficiency (MS Windows and Office)



- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Acceptable organizational and time management skills.

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee is occasionally required to walk, climb, or balance.
- Specific vision abilities required by this job include close and long-range vision with good peripheral vision.
- Must meet respirator fit test requirements.
- The employee must frequently lift and or move up to 50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the job essential functions of this job. The employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity, rain and wind. The noise levels in the work environment are low to moderate.
- While performing the duties of their job, the employee will utilize industrial equipment to transport, blend, and package hazardous and non-hazardous materials and compounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their job.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources ph. (209) 232.2216, email [scoen@envirotech.com](mailto:scoen@envirotech.com).

**Print Employee Name:**

**Employee signature:**

**Date:**

**Manager Signature:**

**Date:**

**Human Resources Signature:**

**Date:**