



Job Title: Process Control Technician
Department: Research and Development
Reports To: Director of Research Development
FLSA Status: Exempt
Approved By: McDanel COO

SUMMARY/OBJECTIVE

The Process Control Technician monitors and performs testing on incoming raw materials and manufactured batches to ensure conformity to McDanel's internal quality specifications. All work is to be completed in a professional manner consistent with the Mission Statement, along with our Policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is responsible to ensure all production batch/mix is correct and work alongside Research and Development. Maintains compliance with McDanel policy and procedure in accordance with governing laws, regulations, regulatory agencies, accreditation bodies and company standards. Demonstrates on a consistent basis individual and team behavior that supports our mission and strategic goals of McDanel. Attends all training programs as required/directed. Be a role model to other staff. Other duties may be assigned.

JOB SPECIFIC DUTIES

- Performs work functions safely and within the confines of the company safety program.
- Sampling, testing, and reviewing incoming raw materials against purchasing specifications.
- Testing in-process mixes (slips, filter pressed leaves, extrusion pastes, spray-dried powders, auxiliary mixes, etc.) and fired test samples against specifications of Standard Operating Procedures.
- Performing batching addition calculations where required by McDanel SOPs and communicating the results of those calculations to production promptly.
- Making batch-to-batch formulation adjustments where required by McDanel SOPs and communicating the required adjustments to production promptly.
- Recording test data in the appropriate databases, reporting test results, and maintaining the integrity of these records.
- Issuing non-conformances (DMR's) for any deviation from existing specifications as required.
- Maintaining hard copies of Process Control records in the Process Control Laboratory as required by McDanel's QMS.
- Maintaining Process Control retain samples in Process Control Laboratory as required by McDanel's QMS.
- Controlling the release of batches and materials to production via supplying "accepted" or "hold" tags.
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- Performing routine calibrations for some of the testing equipment used in the Process Control Laboratory and in the plant (sieves, particle size analyzer, moisture analyzers, pH meters, etc.).
- Helping develop new or improved process controls in the framework of capability studies.
- Maintaining a clean and well-organized Process Control Laboratory.

SUPERVISORY RESPONSIBILITY

This position has no direct reports, but is to maintain a close, professional relationship with all employees.

COMPETENCIES

Leadership – Establishes a set of behaviors used to assist others to align collective direction, positively motivates others and is effective in executing strategic plans.

Integrity – Do the right thing. Interacting with others in a way that gives them confidence in one's intentions and those of the company.

Engagement – Using appropriate interpersonal and influence styles and methods to help reach goals while considering the needs and potential contributions of others.

Initiating Action – Taking prompt action to achieve goals/objectives beyond what is required; being proactive.

Civility – Treat others as you would like to be treated, with dignity and respect; remember to welcome new employees, you were new at one time too, communication with others should be positive and should never be belittling or hurtful.

Analytics – Possess the ability to collect and analyze information, problem-solve, and make decisions, logical reasoning, critical thinking, communication, research, data analysis and creativity.

Decision Making – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints and probable consequences.

Managing Conflict – Dealing effectively with others in an antagonistic situation; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.

Communicate – Effectively listen, speak, observe, and empathize. Understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications.

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.

EDUCATION AND/OR EXPERIENCE

Minimum of BS in , or related field with minimum of 4 years of experience in related work.



LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of other management, employees, and customers. Effectively communicate with people in potentially stressful situations.

PHYSICAL DEMANDS

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 regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to fingers, handle, or feel; reach with hands and arms and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management:

Manager _____ Date: _____

HR Manager _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____