

Operations Assistant / Quality Control Assistant

Summary of Your Job

As an Operations/QC Assistant, you will work with a team purifying and extracting at Algenol's pilot plant to meet Algenol's production and development objectives. The operations assistant will be responsible for assisting in general operations including movement of fluids, filtration, clean in place, SOP and checklist development, and general maintenance.

Your Essential Duties and Responsibilities include the following. As with any job, other duties may be assigned to you as appropriate.

- Assist and lead daily pilot and plant scale batch purification operations
- Follow and develop operational checklists
- Operate pumps and valves
- Maintain basic plumbing and mechanical
- Prepare chemicals critical to processes
- Maintain facility and equipment
- Work within established protocols to ensure peak production in optimized systems
- Process data from purification batches
- Serve as a shift lead during overnight and afterhours operations

Qualifications for Your Job

To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities you are required to possess. Reasonable accommodations may be made, should you have a disability, to allow you to perform the essential functions.

- At least 1 year plant/manufacturing operations experience required
- Completed at least an associate's degree in science, mechanics, or experience in trade professions (plumbing, electrician, etc).
- Ability to work shifts

- Ability to work weekends and holidays
- Ability to work overtime
- Ability to problem-solve and work independently but integrate well with small working groups and cope with a fast pace work environment
- Ability to operate pumps and valves
- Ability to retain a positive, can-do attitude under physically demanding conditions
- Familiarity with general industrial hygiene practices and safety practices
- Versed with personal computers and Microsoft Office applications
- Fluent in written and spoken English
- Eligible to work in the United States

Physical Demands of Your Job

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Should you have a disability, the company may make reasonable accommodations to allow you to perform the essential functions. While performing the duties described above, you:

- Must be able to lift and carry 50 pounds, exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects..
- Must be capable of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, grasping, talking, and hearing for long periods of time.
- Must be able to work all day outdoors in a hot, humid and sometimes stormy subtropical climate.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; using measurement devices; at distances close to the eyes.
- The worker is required to have visual acuity to perform an activity such as: operates machines and pumps where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature.
- The worker is subject to both environmental conditions. Activities occur inside and outside.

- Must be able to reach overhead and use hand tools
- Must be able to operate pumps
- Must have the ability to operate a forklift and pallet jack
- May be subjected chemical fumes below OSHA standards
- May be subjected to be fit for a chemical respirator
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to hazards, such as: proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions, such as: fumes, odors, dust, mists, gases, or poor ventilation.
- The worker is required to function in narrow aisles or passageways.
- Must be able to comply with general safety requirements (wearing safety glasses, gloves, ect)
- Knowledge of safe operation of common power and hand tools is required.

Algenol is an equal opportunity employer.

Application Procedure: Please e-mail a **PDF** of your cover letter and resume to: jobs@algenol.com; reference "Operations Assistant" in the subject line.