



# Job Description

## Laboratory Technician

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Division	Magnum Cementing Services LLC	Creation Date:	January 2019
Position Title:	Laboratory Technician	Revision Date:	June 2020
Department:	Business Development	Revision Number:	1
Reports To:	Vice President, Business Development		

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## Position Scope

Under the direction of the Vice President, Technical Services and QHSE Manager, the **Laboratory Technician** is responsible for conducting experiments, performing tests and providing results, analysis and reporting. The Laboratory Technician is also responsible for maintaining the laboratory, equipment and inventory as well as safely handling, storing and disposing of samples, chemicals and other materials. This position is considered to be a safety-sensitive position.

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## Job Responsibilities

### Laboratory Technician

- Responsible for maintaining the laboratory and all equipment and materials used within the laboratory for conducting testing and housing samples in a safe manner.
- Conduct testing of formulas according to established Standard Operating Procedures (SOPs), analyzing data, and providing reports to engineering and sales divisions; recalculating formulas as required, and/or retracing formula mix to uncover potential issues that may result in field use.
- Coordinate internal testing of samples (formula mixes/chemicals) upon request.
- Provide calculations on mix accelerants.
- Coordinate any external lab testing for services unavailable in house.
- Maintain all policies and procedures or SOPs for laboratory to meet health and safety regulations, including safety documentation.
- Order supplies and chemicals to maintain laboratory inventory.
- Organize waste disposal for hazardous materials from the laboratory.
- Participate in safety meetings for laboratory staff on a monthly basis.
- Work with management to improve standard operating procedures and policies.

### General

- Participate in training and development activities.
  - Other related duties as required.
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## Qualifications, Knowledge, Skills, and Abilities

- Required:
  - Diploma or Bachelor's degree in Engineering or equivalent.
  - 2 years previous laboratory experience in a research and development laboratory environment.
  - Able to work overtime, accommodate a flexible schedule, and travel to meet the needs of the business.
  - Legally eligible to work in the United States.
- Looking For:



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- Ability to apply judgment in handling hazardous chemicals; knowledge of chemical properties, composites.
- Proven ability to translate chemistry complexities into basic terminology.
- Ability to self-manage and work independently during working hours.
- Excellent analytical and problem-solving capabilities.
- Strong interpersonal and communications skills.
- Strong work ethic, positive attitude, reliable, and dependable.
- Flexible and able to adapt to change.
- Understands the importance of safety.
- Team player and customer service focused.
- Demonstrated initiative and results orientated.
- Assets:
  - Previous work experience in the oil & gas industry or experience in cementing services.
  - Training in OHS including WHMIS, TDG, etc.