

Title: Laboratory Technician I	Reports to: Matt Remington, Engineering Manager
FLSA: Non-Union, Hourly	Location: Fort Worth, TX

General Summary

The Laboratory Technician is responsible for laboratory-based tasks which include but not limited to testing, measuring, recording, and publishing test reports. This laboratory technician will be working with a range of sheet metal and aluminum product used in the HVAC and architectural markets. They will provide technical support to enable the laboratory to function effectively to correct procedures and safety guidelines.

Essential Duties and Responsibilities

1. Perform laboratory-based tasks which include testing, measuring, recording, and publishing test reports.
2. Testing in accordance with AMCA and UL written standard.
3. Perform R&D testing that will require documentation and standard development.
4. Lab and data maintained in accordance with ISO 17025 quality system or equivalent.
5. Preparing samples for testing and assist engineering in prototyping.
6. Fabricate test fixtures and other structures as needed for testing.
7. Use computers and perform mathematical calculations to run appropriate tests.
8. Following strict safety procedures and safety checks

Education / Experience Requirement

1. High School Diploma and minimum of 1 year of related experience
2. Vocational or Technical school training is a plus
3. Skilled with MS Excel and MS Word

Specific Skills Required

1. Mechanical aptitude and analytical skills
2. General Electrical circuits knowledge
3. Problem Solving and troubleshooting skills
4. Basic report writing
5. General understanding of documentation control standards
6. Basic mathematical computation
7. Good verbal and written communication skills
8. Ability to carries out duties and responsibilities with limited supervision

Other Duties and Responsibilities

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Physical Demands

This job will require physical activity in helping set up different test and preparing samples for test.

Benefits

Pottorff employees have a generous benefits package including medical, dental, vision, life and disability insurance, flexible spending accounts, 401(k) with employer match, profit sharing, paid holidays, vacation and sick time.

Please submit resume along with salary requirements to careers@pottorff.com