



## Job Description

**Job Title:** Quality Control Technician  
**Reports to:** Quality Control Manager

### Summary:

Responsibilities include testing and recording data for cement and raw materials, ensuring quality, performing chemical and physical analyses, auditing lab equipment for maintenance, and implementing and administering new lab procedures.

- Perform regular collection and preparation of samples
- Prepares samples as specified in ASTM specs and tests samples per ASTM specs
- Preliminary analysis of test results
- Works closely with the Quality Manager to ensure the manufacturing of quality cement
- Maintain records using a computer
- Laboratory equipment maintenance and calibration for proper operation
- Makes daily workplace inspections and pre shift equipment inspections
- Respond to operational requests or necessities
- Coordinate efforts to achieve the highest level of product uniformity
- Follow plant safety policies
- Perform other related duties as designated at management's discretion

### Minimum 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.

- Minimum of 1 year lab experience or industry related experience
- Work shift work and unscheduled hours as required
- Have basic computer skills
- Ability to perform tasks that include but not limited to walking, climbing equipment, working within confined spaces and occasionally lifting up to 50 lbs

**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.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Job descriptions do not constitute an employment agreement between the employer and the employee. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. The employer reserves the right to amend and change job descriptions to meet business and organizational needs as necessary.