

## Chemical Engineer Technician – Job Description

At **Eagle Moon Hemp LLC**. (EMH) we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. We celebrate diversity and are committed to creating an inclusive environment for all employees.

### **Reports To**

The Chemical Engineer Technician will report to Facility Managers and Ownership.

### **Job Overview**

The successful candidate will be a dependable resource who is knowledgeable, adaptable, and able to produce scientifically sound data with little supervision. The Tech is responsible for conducting routine and non-routine analysis and review of analytical data for raw materials, in-process, finished product, and other requested testing according to Standard Operating Procedures (SOP) in accordance with regulatory requirements. The successful candidate will have the ability to coordinate analytics and production to include potency analysis, extraction, concentrates, product formulation, as well as the research and development of innovative processes and products. The Chemical Engineer Tech will collaborate with leadership from across the company in order to ensure efficient operation and advancement of the company.

This position will operate complex high-end laboratory analysis equipment including Biotage Flash Chromatography and Isolera Purification System. They share responsibility for ensuring that lab equipment and facilities are safe and well maintained. The successful candidate must possess a proven ability to exercise judgement and appropriately escalate issues to leadership.

### **Responsibilities and Duties**

The Chemical technician will use laboratory instruments and techniques to assist EMH research, develop, produce, and test hemp products and processes. The tech will manage diverse projects related to chemical and physical laboratory testing of raw materials and finished products using:

1. Lab Equipment
2. Analytical Methods
3. Experimental Data

The Chemical Engineer Tech position is a multi-faceted role. The Tech will recommend procedural changes, equipment modifications or recipe adjustments as needed to improve products and processes. Will have the initiative to jump in, collaborate across departments, and provide support to employees regarding various production processes.

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This position contributes to multiple aspects of the cannabis laboratory operation including, but not limited to the following:

### Engineering

- Monitor chemical processes and test the quality of products to make sure that they meet standards and specifications
- Set up and maintain laboratory instruments and equipment
- Troubleshoot production problems or malfunctioning instruments
- Prepare chemical solutions
- Conduct, compile, and interpret results of chemical and physical experiments, tests, and analyses for a variety of purposes, including research and development
- Prepare technical reports, graphs, and charts, and give presentations that summarize their results
- Provide process support to several chemical processes as well as troubleshooting and technical direction to employees
- Knowledgeable about and commitment to safety regulations and compliance standards
- Understand the scope, budget, and schedule for projects
- Documentation of test results, maintaining records according to the quality of the program
- Ability to train employees on processes of lab equipment
- Provide knowledge of safety regulations and procedures
- Ensure proper chemical storage
- Reliably and accurately provide shift reports and updates of production numbers to leadership
- Ensures equipment is performing well and takes appropriate action as necessary

### Qualifications

- Pursuing a bachelor's degree in Chemical or Mechanical Engineer (other related fields considered)
- Strong work ethic and commitment to quality
- Proficient in Microsoft Office Suite
- Must be able to work a flexible schedule that fluctuates in response to production demands
- Evening and on-call availability with ability to travel for training as needed per assignment
- Positive attitude, willingness to lead, and commitment to company values
- Sense of ownership and responsibility of assigned tasks and projects
- Must be a multitasker, with the ability to work on several requests simultaneously without losing focus
- Organization and initiative, good communications skills, proactive, problem-solving, time management, discretion and confidentiality are essential attributes

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- Ability to build good relationships as there will be frequent contact with internal and external people, either face to face or by telephone or email
- Teamwork- collaborating with others to improve overall standards of work and service.
- PHYSICAL DEMANDS: VERY LABOR INTENSIVE. Must be able to lift, carry and balance up to 75 pounds (125 pounds with assistance), may include walking or standing for extended periods of time, as well as stooping, bending over and/or crouching. Moderate to loud exposure to noise level. Warehouse environment with artificial light.

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_