



Position Description

Raleigh, NC Plant

Job Title: “Production Technician Purification”

This position is for Durham Tech BioWorks graduates only.

Department: 40003

Employment Status:
Exempt Non-Exempt

Supervisor’s Name / Title: Production Foreman Purification

1. Purpose of Position: Provide one or more short, specific statements that outline the purpose of the job.

Operates and Controls biochemical and/or chemical processing equipment and related systems needed for the production of purified amino acids or related compounds. Complies with cGMP guidelines, safety procedures and company policies. Ability to work in a Respect, Trust and professional environment. Cooperates and supports a team oriented work environment.

2. Major Responsibilities: Clearly indicate each major responsibility that occupies at least 10% or more of the incumbent’s time. List in decreasing order, from most important to least important.

<u>Responsibility and Duties</u>	<u>% of Time</u>
1. Safety: The Production Technician (Purification) will perform production activities in an environment that contains hazardous elements and requires safety awareness and adherence to all safety policies and guidelines. Work must be performed in a safe manner for personal protection and for the protection of other team members. The technician will be expected to help ensure product safety and minimize environmental impact. Unsafe working conditions or potential hazards must be reported immediately. <ul style="list-style-type: none"> • Follow all safety procedures • Utilize all required safety equipment • Complete all required safety training 	Ongoing
2. Production: The Production Technician (Purification) will be trained to operate and monitor all production equipment in accordance with SOP's and CGMP's. They will set up and operate Purification process equipment to ensure the quality of product and achieve established production objectives for process efficiency, yields and tonnage. The technician will work to improve the process through individual/team projects. <ul style="list-style-type: none"> • Follow all SOP's • Monitor process variables take action to get back into norm • Monitor all unusual process conditions (Appearance, Sounds, Vibration, Odors). • The Production Technician will properly and accurately record process data in accordance with cGMP requirements using: Computer Systems, Log Books, BPR's and variety of data entry forms • The technician will periodically collect and analyze in-process samples following analytical procedures outlined in SOP's • Utilize analytical equipment to make decisions (Chloride probe, AAA analyzer, Turbidity test, Moisture test...) • Work to improve the process thru process change, SOP changes, BPR changes and work structure. 	50 %
4. Documentation & Records: The Production Technician (Purification) must follow & strictly comply to the procedures described in SOP's and BPR's when performing all production functions. This includes neat, thorough and accurate documentation in accordance with	20%

company policies and cGMP requirements. Documentation in BPR's, logbooks for equipment cleaning, inventory transfers and inprocess raw material bulk storage calculations on BPR's, correct methods and accurate analysis of in-process samples, adherence to double-checks in measurements, additions and completion of process steps.

- Periodic review of all SOP's to keep abreast of updates or revisions.
- The Production Technician will regularly check, monitor and record a variety of process operating conditions including: Temperatures, Flow Rates, Process Alarms, Tank Levels, Amino acid concentration, BRIX, PH, Pressure and Vacuums, Time Cycles, Unusual Process Conditions (Appearance, Sounds, Vibration, Odors).
- The Production Technician will properly and accurately record process data in accordance with cGMP requirements using: Computer Systems, Log Books, BPR's and variety of data entry forms.

- | | | |
|----|--|-------------|
| 5. | Housekeeping: The Production Technician will be responsible for keeping the work area in a neat and orderly condition. This includes organization and proper cleaning of equipment, processing areas, tank farm , control room, laboratory and other areas used in the facility. | 10 % |
| | <ul style="list-style-type: none"> • Periodic mopping, painting, organizing • 5S Projects | |
| 6. | Material Handling: The Production Responsible for monitoring the receipt of bulk chemicals and palleted raw materials from bulk carriers and the Ajinomoto Warehouse, performing periodic tank farm checks, proper handling and storage of raw materials and supplies used for production. | 10 % |
| | <ul style="list-style-type: none"> • Periodic checking of Raw Material amounts • Ordering Necessary raw materials • Recording the receipt of raw materials | |
| 7. | Time Management: Prepare and organize days activities | 5 % |
| | <ul style="list-style-type: none"> • Prepare a daily activity sheet. Develop list in order to keep production schedule • Scheduling work and process throughout the day in order to complete all necessary work | |
| 8. | Independent Action | 5% |
| | <ul style="list-style-type: none"> • Operator has the ability to handle process upsets and take appropriate action if process parameters are outside Batch record limits. | |

Total 100 %

3. How Often Is This Position Provided With?

	Frequently	Infrequently	Seldom
Supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discretionary Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authority Over Others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Supervision of Others: List the job titles for the positions that directly or indirectly report to this position.

- None
- _____
- _____
- _____

Check the statements below, which describe this position’s supervisory responsibilities.

- Interview prospective employees
- Train employees
- Assign work and guide employees
- Conduct performance evaluations
- Recommend or approve hires, promotions, disciplinary action, and terminations.

5. Requirements For This Position:

- a. List education, training, certificates, or licenses required.
 - High School diploma required. Additional Bio-works or related Technical School training is beneficial. Strong Math and Science is beneficial.
- b. List additional knowledge, skills, and abilities required for this position.
 - Must be able to work a 12 hour rotating shift schedule.
 - Able to perform simple mathematical calculations
 - Small amount of troubleshooting skills required.
- c. List equipment, tools, machines, and vehicles used in the performance of duties.
 - Process equipment, handtools, forklift, laboratory equipment, computer
- d. Define working relationships and interpersonal skills needed to perform satisfactorily in this position.
 - Intercompany: Interaction with many departments
 - Customer or Outside Business Contacts: None

Send your resume and/or qualifications to hr@ajiusa.com

6. Working Conditions: Check the appropriate box for each of the following items, which accurately describes activities performed on a daily basis.

Physical Effort:

Number of Hours Per Day

	N/A	<1	1-2	3-6	6+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
2. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
3. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
4. Bending Over	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reaching Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Balancing	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pushing or Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Lifting or Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 lbs to 25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26 lbs to 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 lbs to 75 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 lbs to 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Repetitive use of hands/arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Repetitive use of legs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Driving cars, trucks, forklifts, and other powered equipment

Yes No

Mental Effort:

Number of Hours Per Day

	N/A	1-2	3-4	5-6	7+
1. Directing Others	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Using math / calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Working at various tempos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remembering names & details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Making Decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Working Rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Examining / observing details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Discriminating Colors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Factors:

Number of Hours Per Day

	N/A	1-2	3-4	5-6	7+
1. Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Outside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Clean Room	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Laboratory	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. High Places	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Hot	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Cold	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Wet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Change of Temperature	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Dirty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Fumes / Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Noisy	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
16. Working with others	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
17. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>

Cost of a mistake: Cross contamination or product loss. Very little chance the customer would see it.

Confidential Data: Only process information for fermentation and separation.