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| A close up of a sign  Description automatically generated | Job Title: | Production Biologicals Counter |
| Location: | Oxnard |
| Department: | Production |
| Reports To: | Production Supervisor/Manager  |
| FLSA Status: | Hourly – Non-exempt |
| Job Grade: | Grade 2  |

**Job Purpose**

As the Production Biologicals Counter, you will leverage your knowledge and analytical tools to maintain the quality standards expected for Koppert products. In addition, you will be expected to test and report on new methods for improving the current manufacturing processes.

Under the direction and supervision of the Biologicals Team Lead, this role will be expected to perform a range of laboratory technician and production assignments which include, but are not limited to: insect numerical count and quality verifications; developing and maintaining databases; collecting, analyzing and communicating data for mite production.

**Primary Duties and Responsibilities**

*To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The requirements listed below are representative of the knowledge, skill, and/or ability required.

* Perform basic laboratory and investigative procedures that involve collecting, recording, organizing, and verifying the accuracy of data.
* Perform calculations and prepare charts, graphs, and reports.
* Perform laboratory experiments to test scientific hypotheses relating to improving quality in manufacturing processes and biological control products.
* Configure and operate laboratory instruments such as stereo microscopes, compound microscopes, moisture analyzer, pipettes, balance, and other equipment.
* Keep equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance, calibrating equipment, and calling for repairs.
* Read and record instrument data; tabulate data; keep detailed laboratory records.
* Develop standard operating protocols, modify techniques, maintain and update the written form of this material.
* Read and interpret literature applicable to biological control agents. Update job knowledge by participating in educational opportunities and reading technical publications.
* Conduct general lab maintenance, including cleaning, making lab solutions, and disinfecting materials.
* Perform routine sampling of biological control products to monitor the adherence of environmental, microbiological, or health guidelines.
* Conduct routine quality and production process audits. Prepare reports for the Bios Team Leader and discuss results/troubleshoot issues.
* Troubleshoot technical problems and provide technical support to production staff regarding quality issues with biological products.
* Periodically work in production and bio packaging processes to maintain knowledge of processes and make improvements.
* Ensure that all laboratory protocols and procedures adhere to safety requirements.
* Create documents using Microsoft Office applications including Excel, Word, and Power Point.

**Skills and Qualifications**

Individuals in this role will be successful if they able to demonstrate:

* Professionalism and humility.
* Comfort and confidence working with live biological products.
* Keen attention to detail, discipline, organization, and focus.
* The ability to maintain a high level of awareness while conducting repetitive tasks.
* Agility in the face of unexpected challenges and changing priorities.
* Adaptability, flexibility and efficiency.
* Effectiveness working independently and collaboratively.
* A strong analytical background (math, scientific principles, research, etc.) and a desire to learn.

**Education and Experience**

* Bachelor's degree in biological science from an accredited four-year college or university, or equivalent combination of education and experience.
* At least 1 year experience working in a life science lab environment using standard equipment
* Experience using statistical software packages (i.e. Minitab, SPlus, R, etc.) to analyze data preferred.
* Experience conducting husbandry of live animals and/or rearing of insects in a lab setting preferred.
* Language Skills: Ability to read, analyze, and interpret general scientific research and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the public.
* Mathematical Skills:Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Working Conditions**

* Occasional exposure to extreme temperatures.
* Frequent exposure to mites and other insects.
* Occasional exposure to bumble bees and pollen.

**Physical Requirements**

* Ability to regularly sit, stand or walk for long periods of time
* Ability to regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds, and occasionally lift up to fifty (50) pounds

**Behavioral Competencies**

These are a combination of skills, attributes and behaviors that are directly related to successful performance on the job.

**Core Competencies**

Organizational competencies reflect our core values and contribute to the overall organizational success.

**Integrity/Ethical Standards:** Maintains a high degree of integrity and ethical behavior in all business activities and decisions; set personal standards of conduct that meet or exceed company or legal requirements; keeps confidences; admits mistakes; does not misrepresent themselves for personal gain; models and reinforces ethical behavior in self and others.

**Customer Commitment:** Dedicated to meeting the expectations and requirements of internal and external customers; establishes and maintains effective relationships with customers and gains their trust and respect; proactively addresses customer's needs; follows through on identified problems until resolved; meets negotiated delivery commitments or advises customer when delays are necessary.

**Interpersonal Savvy:** Establishing and maintaining harmonious professional relations by demonstrating respect for and sensitivity to others; ability to build trust; recognizing diversity; being reliable, consistent and credible.

**Creativity & Innovation:** Examines the status quo and looks for better ways of doing things; facilitates effective brainstorming; good at bringing creative ideas out of others; uses good judgement about which creative ideas and suggestions will work; develops and introduces practical new approaches or shares best practices to address problems or opportunities.

**Collaboration and Relationships:** Develops and maintains effective working relationships with team members, internal partners, customers and others through the use of strong interpersonal skills; obtains cooperation from others; seeks and encourages win-win alternatives; works effectively with people outside formal authority to accomplish goals.

**Individual Competencies**

Behaviors that are preferred for the individual performing the job for overall success.

**Decision Making and Problem Solving (Level 3)**: Ability to detect problems and issues; identify opportunities to determine the appropriate course of action

**Planning and Organizing (Level 3)** Uses planning methods to assess work opportunities and barriers; accurately scopes out length and difficulty of tasks and projects; anticipates and adjusts for problems/roadblocks; prioritizes; sets stretching but realistic targets and deadlines; plans ahead and has a structured approach to work.

**Qualitative/Quantitative Analysis (Level 3)** Analyzes data in order to make comparisons and draw conclusions; uses established data analysis models and tools for analyzing qualitative and quantitative data; identifies cause and effect relationships to solve complex problems for the organization from a variety of sources.

**External and Organizational Awareness (Level 2)** Identifies and understands how internal and external issues (e.g., economic, political, social trends) impact the work of the organization. Demonstrates an understanding of organization’s functions and responsibilities. Demonstrates understanding of the interrelationships of foreign and domestic agencies and governments.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

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| **Approved by:**Direct Manager | *Signature of the person with the authority to approve the job description* |
| **Human Resources:** | *Hayley Blackledge* |
| **Date Approved:** | *Date upon which the job description was approved* |
| **Date Reviewed:** | *Date when the job description was last reviewed* |
|  |  |
| **Employee Signature:** |  |
| **Signature Date:** |  |