



## JOB DESCRIPTION

**BioWorks®**

**Title: Manufacturing Technician I**

**Date Last Modified: December 2024**

<b>Department:</b>	Manufacturing	<b>Classification:</b>	Non-Exempt
<b>Supervisor:</b>	Operations Manager	<b>Grade:</b>	AZT000-T1-05
<b>Status:</b>	Regular, Full Time, Onsite		
<b>Pay Range:</b>	\$16.58 - \$19.87 (midpoint) - \$23.18		
<b>Schedule:</b>	7:00 am - 3:30 pm Monday through Friday		

### **Position Objective:**

The manufacturing technician will safely and efficiently operate a variety of processing and packaging equipment involved in the preparation of BioWorks products. This includes activities such as weighing, combining, and mixing materials, monitoring, and manipulating materials at various stages of process. Along with core responsibilities, they will also participate in developing, supporting, and accomplishing the departmental / company operating activities, along with primary and secondary goals of the company. The manufacturing technician is expected to complete job specific training provided for this role to gain knowledge on specific equipment and job processes. Other duties as assigned.

### **Essential Qualifications: Education, Experience, Skills, Certifications:**

- Education – High school Diploma or GED.
- Experience – 0 up to and including 1 year in comparable position of responsibility.

### **Our Essential Values:**

- **OUR Team – ONE Company:** We embrace that we are in this together and take 100% responsibility for our relationships with others.
- **We Honor OUR Commitments:** Integrity is at the core of everything we do. We do what we say we will do!
- **We Have the Right Conversations:** We hold ourselves and others accountable to be courageous and have the RIGHT conversation with the RIGHT person at the RIGHT time about the RIGHT thing.
- **Our Customers' Success is Our Success:** We understand that without our customers, we are no longer in business and serve them better than anyone else can.

### **Essential Functions and Responsibilities:**

- Actively participates in promoting, supporting and enhancing our Core Purpose, Core Values and Company Culture.
- Maintains a positive work atmosphere by acting and communicating in a manner that promotes cooperation with customers, collaborators, vendors, co-workers and management.
- Fully embraces Great Game of Business (GGOB), Scaling Up, and all strategies and activities related to financial transparency and information sharing, including timely updates to revenue goals.
- Adheres to BioWorks, Inc. company policies at all times.
- Working safely and following all safety rules.
- Manually handling (lifting and/or stacking) bags and boxes.
- Maintaining clean work areas including sweeping and mopping various areas.
- Certified operation of various pieces of warehouse and production material handling equipment.
- Completing all paperwork neatly, correctly and on time.
- Taking proper care of equipment used while performing job functions.
- Ability to navigate a warehouse while utilizing use of scanners.
- Performing other duties as required by supervisor.
- Able to work coherently in a team environment.
- Able to take direction from peers.
- Ability to work extended hours and weekends.
- May require flexibility in scheduling to satisfy customers.
- Team member will be required to participate in forklift certification training

**Production Functions:**

- Assist with the production of core products
- Production process responsibilities includes:
  - Growing processes using matrix/soil material including Inoculation, cleaning and sterilization, mixing/shaking.
- Post-Processing Functions
  - Following all formulating, weighing, packaging and shipping procedures as specified.
  - Assist with the packaging of core products.
  - Assist in harvesting of dried Matrix through our Mechanical harvest line, to include inspecting, cleaning, preventive maintenance and overall function of the line.
- Facility/Maintenance
  - Performs the duties assigned with respect to facility/equipment repairs, maintenance and general operations.
  - Gathers information pertinent to facility and or equipment.
  - Supports the initiatives of his/her supervisor with respect to company's facility to comply with federal, state and local laws.

**Working Environment:**

- While performing the duties of this job, the team member is regularly exposed to work near moving mechanical parts.
- The team member is regularly exposed to dusty conditions.
- The team member is regularly exposed to varying temperature levels.
- The team members are regularly exposed to high noise environments.
- The team members will be required to be fit tested for full and half mask respirator.

Activity requirements in all areas of Operations			
Frequently required for up to 10 hours a day			Occasionally Required
Standing	Pushing	Reaching	Stooping
Walking	Pulling	Handling	Kneeling
Sitting	Climbing	Speaking	Crouching
Lifting 10lbs repeatedly	Balancing	Hearing	Lifting (Up to 50lbs)
Carrying	Seeing	Repetitive Motion	Forklift Operation