

**Chippewa Valley Ethanol Company  
Job Description**

**Job Title:** Lab Technician  
**Department:** Quality Control  
**Reports To:** QC Lab Supervisor  
**FLSA Status:**  
**Prepared By:** S.Young  
**Prepared Date:** 04/09/2025  
**Approved By:**  
**Approved Date:**

**SUMMARY**

Responsible for performing routine sample analysis to support plant operations. Special focus will be on maintaining lab instrument calibration and maintenance. The Lab Technician will fill a 40 hour work week (rare occasional call-in), while supporting the policies, goals, and objectives of the Company. CVEC is interested in your professional development. The ideal candidate will be: detail oriented, willing to learn, have a mechanical aptitude, be responsive and demonstrate integrity.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Collect samples and perform routine sample analysis
- Prepare lab reagents for instrument use and calibration standards
- Perform instrument maintenance and troubleshooting
- Maintain clear records of equipment logs and results
- Electronic data entry (Lab Information Management System and Excel)
- Maintain lab cleanliness
- Manage sample retain inventories
- Operate safely in a lab and production environment
- Other duties may be assigned

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS** to perform this job 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.

**EDUCATION and/or EXPERIENCE** High school diploma or equivalent required. Experience in a lab setting or ethanol plant preferred. Knowledge and interest in basic laboratory analysis, basic chemistry, basic mathematical principals, and fermentation/distillation preferred.

**LANGUAGE AND COMMUNICATION SKILLS**

Ability to follow laboratory Standard Operating Procedures (SOPs) and document results on appropriate forms. Notify lab personnel if data falls outside of normal trends. The Lab Technician will need the ability to communicate effectively both orally and in writing.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure. Develop data entry and analysis skills using Excel.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out moderately complex and technical instructions furnished in written or oral form. In time, the Lab Technician will be proficient with sample collection and testing, reporting and interpreting results, determining and performing instrument maintenance, and conducting instrument calibrations. These skills will be used to monitor and control the production of high purity ethanol.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Available to attend periodic continuing education opportunities including Ethanol Industry workshops, ASTM certifications, and GMP trainings.

**PHYSICAL DEMANDS** The individual will need to climb stairs and ladders. The individual will be required to lift 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** Work is primarily conducted in the lab and main process building. Occasional sample collection performed outside and on elevated platforms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.