Next Gen Compounding, L.L.C.
Job Description

Job Title: R & D Technologist - Rubber
Reports to: Lab Manager

Date Revised: 08/01/2019
FSLA Status: Non-Exempt

Summary
Responsible for routine mixing and testing of rubber compositions for conformance to specifications by performing the following duties; Lab Mixer, Lab Mill, Rheology, and Physical Properties. Uses resources to make decisions regarding the mixing and testing of each batch, this includes lab recipes, mixing procedures, testing protocol. This also includes timely communication regarding the completion and testing of the materials. This role is an entry level position to gain an understanding of elastomer compounding, raw materials, cause and effect relations between composition and respective vulcanized properties.

Essential Duties and Responsibilities include the following

• Completing routine Mixing of Development Compounds
• Follows weighment and mixing instructions.
• Follows Lab Schedule and Priorities
• Ensure the testing protocol is being utilized for sample prep and testing.
• Follows the Development Lab Procedures as written
• Timely communication of the Results
• Safely operate the lab equipment
• Other duties as assigned by supervisor.

Supervisory Responsibilities
This job has no supervisory responsibilities.

Competencies
To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; uses intuition and experience to complement data.

Continuous Learning - Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; displays understanding of how job relates to others; uses resources effectively.

Design - Demonstrates attention to detail.

Problem Solving - Gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Presents numerical data effectively; able to read and interpret written information.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience
A four-year degree with a major in material science, material engineering or chemistry is preferred. A two-year degree in one of these disciplines would be considered. Any previous experience working in rubber technology would be considered a plus.

Language Skills
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills
To perform this job successfully, an individual should have knowledge of MRP Manufacturing software; Microsoft Excel Spreadsheet software and QC Database software.
Certificates, Licenses, Registrations
Completion of the following Internal Training Programs NGC Business Overview; NGC Basic Rubber Compounding; Rubber Mixing 101; Physical Properties of Rubber; Next Gen Quality Control Process; Rheology 101; Basic Lab Procedures; NGC Safety Training

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Summary The responsibilities and tasks outlined in this document are not exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position and may change as determined by the needs of the company.

UNDERSTOOD BY: __________________________ DATE: __________

APPROVED BY: _____________________________ DATE: __________