



Safe. Efficient. Reliable. BalCon.



Job Description

Title: Lab Safety Certification Technician (Council Bluffs) (Hourly / Non-exempt)

Normal Hours: 8:00AM to 4:30PM Monday-Friday or as necessary **Name:**

Reports to: BalCon Manager **Start Date:**

Direct Reports: None

Function:

Performs certification of biological safety cabinets, sterile compounding isolators (positive and negative), laminar flow clean benches, HEPA filtered apparatus and fume hoods. Validates cleanrooms to include viable and non-viable particulate counting.

Scope:

- Out of Town Work. Technician may be required to work out of town. If so required, BalCon will make every effort to alert personnel in advance. If required to work weekends or holidays, the Company will pay overtime per BalCon rates. For some positions, this is more common than other positions; please contact your supervisor or management for further clarification.
- Weekend Work. Technician may be required to work on weekends and/or holidays. If so required, BalCon will make every effort to alert personnel in advance. If required to work weekends or holidays, the Company will pay overtime per BalCon rates. For some positions this is more common than other positions; please contact your supervisor or management for further clarification.
- After Hours Work. Periodically our customers have an emergency that requires mobilizing immediately. If this is required after hours or on weekends, BalCon expects employees to respond to phone calls to determine availability of man power. For some positions this is more common than other positions; please contact your supervisor or management for further clarification.
- BalCon expects employees to treat customers with respect and courtesy. Unless otherwise stated, employees are expected to leave the worksite cleaner than when we arrived, review the completion of work with the customer, and comply with all customer requirements.
- Represent BalCon as the preferred service provider for customers, employees, and business partners.
- Ensure compliance with local, state, and federal legal requirements. Consistently leads and maintains the highest level of business ethics.
- Lead by example by personal compliance with Company safety policies, procedures, and workplace safety issues to assure a safe working environment for all. Verify that all required safety measures are identified and included in estimates and customer proposals.
- Ensure compliance with local, state, and federal legal requirements. Maintain a high level of business ethics.



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Responsibilities:

- Test and Certify Laminar Flow Biological Safety Cabinets to NSF/ANSI Standard #49.
- Test and Certify Laminar Flow Clean Benches to IEST-RP-CC-002.3/0034.3/USP-797 Standards.
- Test and Certify CAI's (Controlled Aseptic Isolators) and CACI's (Controlled Aseptic Containment Isolator) to Manufacturer Specification following USP-797 Standard, and CETA Guideline CAG-003.
- Test and Validate Controlled Clean Environments IAW ISO Standard 14644-1 to include both Viable and Non-Viable particulate monitoring.
- Test and Certify Fume Hoods and Fume Hood control systems to ASHRE-110 1995 Specifications and SEFA 1-2010 Guidelines.
- Decontamination and Repairs on all types of Equipment to include LFBSC's, LFCB's, Isolators, Fume Hoods, Fume Hood Control Systems, HEPA Systems, Incubators, Centrifuges, and Lab/ Clean rooms.
- Manufacturer Directed Repairs and Service on all major Brands of Equipment.
- BSL-3 Testing and Validation/Certification.
- Surgery/Operating room Air Changes Per Hour and Non-Viable/Viable Particle Monitoring
- Negative Pressure Isolation Room Testing and Validation/Certification
- Travel required to customer locations throughout the Midwestern states.
- Maintain cleanliness and organization of company service vehicle. Coordinate with Warehouse Manager/Shop Services to maintain mechanical condition of company vehicle by scheduling required maintenance and repairs.
- Fill out and turn in all paperwork in a timely manner. This includes:
 - Daily time reporting
 - Completion of Service Orders
 - Completion of Service Reports
 - Material Check Out/Check In sheets
 - Job Safety Analysis
 - Vacation/Sick/Time-Off requests
 - Others, as required.
- Be available to attend training programs, schools, seminars, etc. as requested by management.
- Maintain all appropriate licenses and certifications including Continuing Education Classes/Credits.
- Comply with all company Policies, including but not limited to:
 - Safety
 - Driving Company vehicles
 - Alcohol and Substance Abuse
 - Customer site specific policies
- Work with other Departments and Divisions, as needed.
- Perform other duties as assigned.



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Education/Qualifications:

- NSF certified preferred but not necessary for initial employment.
- High School Diploma or Equivalence
- Professional and industry-specific certifications and licenses.

Experience:

- 5 or more years certification experience preferred.
- If no certification experience, 3-5 years residential or commercial HVAC trouble shooting experience preferred, or ability to learn the disciplines necessary to perform the functions required for this position in an appropriate amount of time, to be determined by the BalCon manager.

Skills:

- Basic algebra
- Microsoft office and basic word processing.
- Use of specialized equipment in the equipment's intended use to perform the required testing of protective equipment, cleanrooms and viable testing.
- Computer skills needed to complete proper reporting of testing results.
- Electrical and electronic component trouble shooting and diagnosis.

Physical & Mental Requirements:

- Must be able to climb a ladder to any height.
- Must be able to lift 50 lbs regularly and 75 lbs. occasionally
- Type / hear / see / speak English clearly / operate business equipment.
- Must be able to read / write / spell & calculate.
- Must be able to understand and follow written instructions, communicate effectively orally and written, and must be able to listen effectively.
- Must possess prioritizing / organizational / multitasking and stress management skills.
- Must possess a valid driver's license.
- Must pass pre-employment drug screen.

Certifying Technician

Date

BalCon

Date