

Heliae Development, LLC

Job Duties Description & Responsibilities

To apply contact Dr. Laura Carney lcarney@heliae.com

Title: Research & Development Laboratory Technician

Department: R&D Biological Sciences

Updated: 3-23-2015

Basic Function: The duties are to support the daily operations of research and development related to algae biotechnology. The incumbent will work with research scientists, research assistants and other technicians to assist with the execution of critical experiments and related work. The candidate will be responsible for coordinating and running molecular ecology protocols to track Heliae biocontaminants in large scale reactors, including qPCR, DNA purification, PCR and other sequencing preparation and analysis. They will assist in the development and delivery of experimental designs for biocontamination control and strain development, will conduct preliminary experiments and develop statistical experimental designs, data reporting templates, develop and implement data validity and quality metrics, and update progress and issues to management. The candidate will be responsible for presenting data to their peers and management on a regular basis.

Reports to: Molecular Ecology Group Leader

Supervises: N/A

Primary Responsibilities and Duties:

1. Maintain a clean, safe, productive work environment by complying with all environmental, health, and safety regulations as well as other company policies and procedures
2. Assist in implementing experimental plans to support Research Scientists in Molecular Ecology, Microbiology and strain development.
3. Support literature searches in areas of interest.
4. Conduct routine sample preparation for sequencing, including DNA purification and quantification, cloning and plating of *E. coli*.
5. Conduct routine sample analysis, including real-time PCR.
6. Support efforts to develop and monitor algal strains for production.
7. Support efforts to isolate predators and pathogens for the purposes of treatment control testing.
8. Assist in monitoring laboratory inventory and performing preventative maintenance of laboratory equipment.
9. Participate in writing reports, patents, standard operating procedures and scientific publications.
10. Assist supervisors and managers in implementing project safety and quality assurance programs.
11. Develop and document experimental test plans, results, issues, and observations including unit operating conditions, problems and sample descriptions and communicate to research leaders
12. Maintains an effective working relationship with others.
13. Maintains the confidentiality of proprietary company information.

Qualifications:

- College degree in microbiology or related field.
- Must have excellent reporting and communication skills.
- Must have excellent computer skills. (powerpoint, word, excel).
- Experience in molecular biology techniques, isolation of microorganisms, microscopy.
- Lab safety, hazardous waste, and fire safety
- Basic understanding of maintenance

Desired Attributes:

- Integrity
- Ability to work well within a high paced, dynamic team.
- Ability to identify important changes or modification to process and procedures (Opportunities for changes or improvements to current processes or operations are open for discussion.; it is expected of you to identify any possible improvements to current operations)

Physical Requirements:

- The ability to work 40 or more hours per week.
- The ability to travel to plant sites.
- The ability to operate a:
 - keyboard
 - telephone/cell phone
 - fax machine/copier
- The ability to:
 - Walk a construction site.
 - Sit for extended periods of time (2 hours at a time, 8 hours per day).
 - Occasionally (0-33%) lift or carry up to 50 lbs.
 - See, hear, and speak.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.