

JOB DESCRIPTION

HPI Chemical Operator I

Reports to HPI Production Supervisor

ABOUT PFANSTIEHL

Pfanstiehl, founded in 1919, is a leader in Carbohydrates and has over 50 years of experience in custom synthesis and process development with a specialty in carbohydrates, nucleosides and high potency APIs.

JOB SUMMARY

The HPI Chemical Operator I job function is to assist in the production of a variety of High Purity Ingredients (HPI), Large Volume Parenteral Ingredients (LVP), and other related products by following written procedures. The HPI Chemical Operator I shall utilize centrifuges, dryers, sifters and mills in the manufacture and packaging of HPI products. The HPI Chemical Operator I will act as the second check as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate in accordance and compliance with:
 - Current cGMP regulations and ICH Q7 guidelines
 - Work Rules, Quality Policies (QP), and Standard Operating Procedures (SOP)
 - Cardinal Rules of Quality, Delivery and Safety
- Perform all of the duties and responsibilities of HPI Assistant Operator in addition to those of HPI Chemical Operator I
- Meet daily individual production goals and effectively communicate process status during shift transitions
- Operate SCADA operator interface and respond to alarms
- Take and submit in process samples to determine distillation and drying completion
- Use appropriate PPE in Cleanroom for drying, milling, sifting, sampling, small packaging, final product packaging, and repackaging of HPIs
- Repacking and transferring raw materials to finished products
- Inspect, clean, and operate production equipment according to SOP's and best practices

- Perform daily housekeeping to maintain a clean, safe and orderly workplace.
- Accurately complete batch record, equipment usage log, and raw material withdrawal documentation on a timely basis
- Utilize all assigned Personal Protective Equipment (PPE) to complete job tasks
- Review PBRs for accuracy and completeness
- Complete area specific qualification training and obtain a working knowledge of all equipment utilized
- Develop awareness of all related Safety Data Sheets (SDS)
- Dispose of waste in a safe manner that is consistent with all local and federal laws and company policies
- Safely operate a forklift
- Train HPI Chemical Assistant Operators to successfully perform their jobs
- Other duties as assigned

QUALIFICATIONS

- High School Diploma or equivalent
- Good written and verbal English communications skills
- Effectively communicates with supervisor and team members and other departments
- Prior experience with carbohydrate manufacturing is desirable

HIGHLY COMPETITIVE WAGES & BENEFITS

OTHER REQUIREMENTS

- Ability to meet or exceed the company's attendance and punctuality standards
- Ability to read, write, speak and understand English fluently
- Must be able to wear personal protective equipment
- Must be able to respond to visual and audible alarms
- May work extended hours, weekends as needed, when problems occur or when deadlines must be met
- Excellent ability to communicate problems to both co-workers and management for proper understanding
- Establish and maintain cooperative and effective working relationships with others

PHYSICAL REQUIREMENTS

- Must have good hearing and sight – adequate for safety programs in a pharmaceutical manufacturing plant
- Must be able to sit and/or stand for extended periods
- Ability to work effectively under pressure to meet deadlines

- Frequent sitting, standing, walking, climbing of stairs, use of computer monitor screen, talking, writing, listening
- Must be able to lift 50 lbs.
- Ability to wear proper safety equipment when working in plant

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to this position. Pfanstiehl may assign reasonably related additional duties to individual employees, consistent with company policy.