

Job Title: Lab Technical Director

Job Summary: Directly responsible for overall supervision and administration of the technical and scientific operation of a cannabis laboratory, including the supervision of staff.

Salary:

Duties and Responsibilities:

- Responsible for the development and implementation of a quality system including: monitoring standards of performance in quality control and quality assurance; monitoring the validity of analyses performed and data generated to ensure reliable data; ensuring that sufficient numbers of qualified personnel are employed to supervise and perform the work of the laboratory; and providing educational direction to laboratory staff.
- Lead all testing operations, set best practices, and perform internal audits designed to evaluate risk and test internal controls, as well as identify opportunities for more efficient operational processes in compliance with state and federal regulations, GMPs, SOPs, and all applicable laboratory procedures.
- Prepare reports, plan budgets, set testing schedules, price services, and make purchasing and sourcing decisions based on estimated customer demand, sales data, and industry knowledge.
- Oversee and mentor staff and provide leadership, training, guidance, and support to staff that fosters continuous learning and improvement in performance and efficiency.
- Oversee the sourcing of equipment, ingredients, and materials.
- Ensure clean environment through staff removal and disposing of all waste, cleaning, and sanitizing all rooms and tools used daily.
- Analyze data to monitor testing efficiency and metrics.
- Set any required activity performance counts.
- Support customer service and business development through explanation of testing results and procedures.
- Establish, implement, and audit billing procedures as it pertains to preparing deposits and daily cash reconciliation.
- Have a deep understanding of testing issues and able to recommend and implement solutions as well as analytical instrumentation and software (including but not limited to HPLC, UPLC, GC-MS).
- Establish supply inventory processes including monitoring suppliers to ensure that they efficiently and effectively provide needed goods or services within budgetary limits. Negotiate pricing, discount and credit terms, delivery schedules, and payment of invoices.
- Set business development goals and initiatives and adjust pricing and tactics based on need and industry knowledge.

- Prepare reports, budgets, and ensure proper record-keeping practices to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
- Review testing studies, technological and method advances, and regulatory standards and trends to stay abreast of issues in the field.
- Oversee day to day assignments of testing staff, including setting work schedules.
- Oversee testing building, facility, and equipment functionality. Coordinate any required maintenance, renovation, or repair.
- Oversee banking, insurance, and other business relationships, including assisting accounts payable and receivable.
- Assist in the supervision of the security protocols to ensure acceptable standards are maintained for the overall safety and upkeep.
- Ensures state and regulatory compliance, including the implementation of required hiring and sustainability practices.
- Maintain an expert-level knowledge of state-required seed to sale tracking system and provide training to staff.
- Actively participate in the recruitment, interview, and hire process of filling open positions in a timely manner based on processing performance and volume.
- Ensure staff onboarding and new hire training completion.
- Manage continuous training and career development with staff.
- Oversee all staff performance; lead staff performance management, succession planning, development of members strengths, and improvement of weaknesses.
- Conduct investigations as necessary, coach staff on performance, attendance, violation of company, and compliance policies, and carry through disciplinary actions, up to and including terminations, in partnership with HR.
- This role routinely uses standard office equipment, technology, and software.

Working Environment:

- Will work in a laboratory environment.
- Ability to perform repetitive tasks for extended periods of time.
- Required to wear PPE.
- Uneven surfaces, stand/sit long periods of time, bending/stooping, or hard surfaces.

Minimum Qualifications:

Age: 18 years of age

Education/Experience:

- A technical director of a cannabis laboratory engaged in organic chemical analysis shall be an individual with:

- An earned doctoral or master's degree in the chemical, environmental, physical or biological sciences, or engineering, with twenty-four (24) college semester credit hours in chemistry, or more, and one (1) or more years of experience in analysis of representative organic analytes for which the laboratory is permitted or seeking a permit; or
- A bachelor's degree in the chemical, environmental, physical or biological sciences, or engineering, with twenty-four (24) college semester credit hours, or more, in chemistry and two (2) or more years of experience in analysis of representative organic analytes for which the laboratory is permitted or seeking a permit.
- A technical director of a cannabis laboratory engaged in metals analysis shall be and individual with:
 - An earned doctoral or master's degree in the chemical, environmental, physical or biological sciences, or engineering, with twenty-four (24) college semester credit hours, or more, in chemistry, and one (1) or more years of experience in analysis of representative metals analytes for which the laboratory is permitted or seeking a permit; or
 - A bachelor's degree in the chemical, environmental, physical or biological sciences, or engineering, with twenty-four (24) college semester credit hours, or more, in chemistry and two (2) or more years of experience in analysis of representative metals analytes for which the laboratory is permitted or seeking a permit.
- A technical director of a cannabis laboratory engaged in inorganic chemistry analysis, other than metals analysis, and physical chemistry analysis, among other analysis, shall be an individual with:
 - Either
 - An associate's degree in the chemical, physical, biological or environmental sciences, or
 - Two (2) years of equivalent and successful college education, with sixteen (16) college semester credit hours, or more, in chemistry.
 - Two (2) or more years of experience performing such representative inorganic and physical chemistry analysis.
- A technical director of a cannabis laboratory engaged in microbiological and/or biological testing shall be an individual with:
 - An earned doctoral degree or master's degree in the chemical, environmental, physical or biological sciences, or engineering, with sixteen (16) college semester credit hours, or more, in the biological sciences, including, for microbiological testing, at least one course having microbiology as a major component, and one (1) or more years of experience in analysis of representative microbiological analytes for which the laboratory is permitted or seeking a permit; or
 - A bachelor's degree in the chemical, environmental, physical, or biological sciences, or engineering, with at least sixteen (16) college semester credit hours, or more, in the biological sciences, including, for microbiological testing, at least one course having microbiology as a major component, and two (2) or more

years of experience in analysis of representative microbiological analytes for which the laboratory is permitted or seeking a permit.

- Knowledge and understanding of cannabis regulations for the local market.
- Knowledge of Good Manufacturing Practices preferred.

EEO Statement: [Company Name] is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. [Company Name] makes hiring decisions based solely on qualifications, merit, and business needs at the time.

EXAMPLE