Phoenix Park Gas Processors Limited

POSITION DESCRIPTION

Position Identification

Position Title:	**Laboratory Technician III**
Department:	Operations – Laboratory
Status:	Permanent
Position reports to:	Laboratory Supervisor
Work coordinated by:	Laboratory Supervisor
Position Supervises:	None
Date of Completion:	October 2026

Job Summary:

The Laboratory Technician III is responsible for performing and coordinating laboratory testing, equipment maintenance and quality assurance activities to support the reliable operation of PPGPL's laboratory services. The role ensures that laboratory analyses, testing programmes and analytical equipment are maintained in accordance with established procedures, quality standards and accreditation requirements to provide accurate and timely results in support of Company operations.
The position provides technical support for laboratory systems and equipment, assists with the training and development of other laboratory personnel, and contributes to the continuous improvement of laboratory processes and quality systems. The incumbent will also support laboratory projects and initiatives as applicable and provide laboratory support to PPGPL subsidiaries, affiliated companies and Business Development initiatives as required.

Dimensions:

The Laboratory Technician III performs laboratory testing and analytical activities in support of PPGPL's gas processing operations, product quality assurance and custody transfer requirements. The position supports the maintenance, calibration and troubleshooting of laboratory benchtop and online analytical equipment and contributes to the reliability of laboratory measurement systems used for operational and commercial purposes. The Laboratory Technician III utilizes Laboratory management systems including Oracle Enterprise Asset Management (EAM) and Laboratory Information Management Systems (LIMS) to maintain inventory records, coordinate preventive maintenance activities, manage work requests, and monitor laboratory budget and material usage.

The role interfaces with Processing, Technical Services, Maintenance, Engineering, other internal stakeholders and external service providers in support of laboratory operations, equipment maintenance, quality management and accreditation requirements.

Nature & Scope:

The Laboratory Technician III performs analytical testing, equipment maintenance, calibration, troubleshooting and quality assurance activities to support safe, reliable and compliant laboratory operations. The role works closely with Processing, Maintenance, Technical Services, Engineering and external service providers to ensure the accuracy and integrity of laboratory results and analytical systems.

The incumbent applies technical knowledge and judgement in the maintenance of laboratory and online analytical equipment, interpretation of test results, and execution of quality management and accreditation requirements. The role also supports laboratory projects, audits, inventory management and continuous improvement initiatives.

Operating under the general direction of the Laboratory Supervisor, working closely with Laboratory Technician IV, the Laboratory Technician III provides technical guidance to other technicians and contractors and exercises initiative within established laboratory procedures, standards and operational requirements. As required to support business and operational needs, the incumbent functions on a 12-hour rotating shift schedule to perform routine and non-routine analytical testing in accordance with established laboratory schedules, procedures and reporting requirements.

The incumbent is required to perform routine field activities in operating plant environments with exposure to varying weather conditions, heat, noise and hydrocarbon processing facilities.

Health, Safety and Environmental Responsibility:

Every employee has a personal responsibility to exercise reasonable care for their own safety and health and that of others who may be affected by their acts or omissions. Employees are required to comply with the Company's health, safety and environmental policies, procedures and safe work practices, and to actively support the maintenance of a positive safety culture. Further guidance is contained in PPGPL's Safety Manual.

Duties & Responsibilities:

1. **Equipment Reliability & Preventive Maintenance (PM):**
   i. Develop and execute preventive maintenance (PM) programmes for field and benchtop laboratory equipment, online process analyzers, composite samplers and moisture monitoring systems within Oracle EAM to support equipment reliability and analytical accuracy.
   ii. Perform or oversee diagnostic troubleshooting and root cause analysis for instrument malfunctions to minimize equipment downtime and maintain operational reliability and prepare equipment reports.
   iii. Manages calibration integrity and verification protocols for field and in-house systems to ensure measurement accuracy remains strictly within contractual tolerances and custody transfer standards.

2. **Quality Assurance (QA/QC) & Regulatory Compliance:**

i. Support compliance with ISO/IEC 17025 requirements through the administration of the Laboratory Information Management System (LIMS), quality databases, Safety Data Sheets (SDS) and laboratory records to maintain accreditation requirements.
ii. Conduct internal quality audits, test method reviews, and execution of Standard Operating Procedures (SOPs) and work instructions in accordance with the Laboratory Quality Management System (QMS).
iii. Perform specialized analytical testing and custody transfer verification, interpret analytical data and trends, and prepare test reports to support operational and business requirements.

3. Capital Project Support & Asset Management

i. Provide support for the execution of O&O and CAPEX projects in accordance with Project Management Principles, including design review, procurement, installation, commissioning and project close-out activities
ii. Support the monitoring of O&O/OPEX and CAPEX budgets and coordinate inventory requirements for laboratory chemicals, spare parts and consumables to maintain operational readiness.

4. Cross-Functional Technical Support & Shared Services

i. Conduct specialized analytical testing, field sampling and troubleshooting activities in support of Processing, Maintenance, Technical Services, Engineering and Business and Market Development initiatives.

5. Shift Operational Support & Routine Analytical Testing

i. Perform routine and non-routine analytical testing during shift operations in accordance with established laboratory schedules, procedures and business requirements.
ii. When required by business needs or operational requirements, functions on a 12-hour rotating shift schedule to perform routine and non-routine analytical testing in accordance with established laboratory schedules, procedures and reporting requirements.
iii. Monitor product quality and compositional trends across gas processing, fractionation, storage and marine loading operations during assigned shift coverage to support continuous analytical quality control.
iv. Prepare and review test reports, Certificates of Analysis (COAs) and shift handover documentation to support operational decision-making and product certification requirements.

6. Process Safety Management (PSM) & HSE Compliance

i. Support compliance with HSE and PSM requirements through the development of Job Safety Risk Assessments (JSRAs), maintenance of the Laboratory Risk Register and participation in incident investigations.
ii. Evaluate sampling locations and implement field sampling points in accordance with Company PSM and HSE requirements.

7. Technical Development & Departmental Support

i. Participate in technical competency development programmes and maintain proficiency across laboratory testing and equipment maintenance activities.
ii. Provide technical support and knowledge sharing to other technicians and maintenance contractors on laboratory procedures, analytical methods and Preventative Maintenance

activities.

iii. Participate in operational committees, as required, and contribute to the achievement of departmental KPIs and objectives.

8. Collaboration & Organizational Support

I. Participates in committees, cross-functional teams and special initiatives, as required, in accordance with assigned responsibilities, workplans and/or team charters.

Job Specifications:

Minimum Acceptable Academic Qualifications

A National Engineering Technician Diploma in Chemical Engineering or a related laboratory discipline; or an equivalent Technicians Diploma from a recognized tertiary institution.

The following will be considered assets:

- Degree in Chemical Engineering, Chemistry or Applied Chemistry
- ISO 19011 Auditor Training

AND

Minimum Number of Years of Relevant Experience

Five (5) years' experience working within the oil and gas, petrochemical or related processing industry.

Skills/Knowledge Requirements:

- Advanced Practical Knowledge & Applied Analytical Chemistry: Sound working knowledge of laboratory operations, analytical chemistry principles, test method validation, and benchtop/online analytical systems, including gas chromatographs, composite samplers and moisture analyzers.
- Quality Systems & International Standards (ISO/ASTM/GPA): Working knowledge and practical application of ISO/IEC 17025, ASTM and GPA standards, including quality control, QMS audits, calibration verification and custody transfer measurement.
- Capital Project Support & Asset Systems: Working knowledge of Project Management Principles, Oracle EAM and LIMS for CAPEX support, PM scheduling, inventory management and budget monitoring.
- Process Safety Management (PSM) & Risk Governance: Working knowledge of PSM, Permit to Work systems, JSRAs, LOTO procedures, Laboratory Risk Register requirements and chemical hazard management within a hydrocarbon processing environment.
- Engineering Drawings: Ability to read and interpret basic PFDs, P&IDs, with general awareness of drawings relevant to laboratory equipment and field sampling activities.
- Technical Communication & Report Generation: Ability to prepare technical reports, Certificates of Analysis (COAs), SOPs and quality documentation.
- Interpersonal Skills & Technical Support: Demonstrated ability to provide technical support across departments and assist with the training and development of other technicians and contractors.
- Systems & Digital Literacy: Proficient in Microsoft Office Suite, SharePoint, LIMS, Oracle EAM and other laboratory applications.

Disclaimer

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."