



## POSITION ANNOUNCEMENT

### Laboratory Supervisor – Building Products Division

PFS TECO is seeking a motivated professional to join its Building Products Division as a **Laboratory Supervisor** at the test laboratory at the corporate headquarters in Cottage Grove, Wisconsin. This is a full-time, exempt position with significant growth potential within the company. As a member of the laboratory staff, you will be part of a talented team that is an integral part of company's success and future.

The Cottage Grove laboratory is an ISO/IEC 17025-accredited laboratory that serves manufacturers of structural and non-structural construction-related products, including wood-based products (softwood and hardwood plywood, OSB, EWPs, glulam, CLT, etc.), composite deck boards and guardrails, mechanical fasteners, and construction adhesives.

#### RESPONSIBILITIES

Under the direction of the Vice President of Laboratories, the responsibilities of the *Laboratory Supervisor* are:

- Work with the VP of Laboratories to eventually assume direct responsibility for laboratory operations, leading a staff of 3-5 laboratory technicians
- Collaborate and share ideas with other specialists at PFS TECO (e.g., scientists, engineers, business managers, inspectors, etc.)
- Organize test projects, schedule work for laboratory staff, and help them meet the schedule
- Assist in the preparation and construction of test specimens
- Read, understand, and interpret the wide variety of test standards and methods employed in the laboratory
- Create and review client test agreements, and when projects are completed, test reports
- Communicate clearly, in writing and via telephone, with clients and colleagues regarding the status of projects and results
- Prepare billing information for accounting staff, and help manage aged receivables
- Operate test equipment, forklifts, and basic woodworking tools
- Ability to lift 75 lbs

#### MINIMUM REQUIREMENTS

Associate degree in Construction Management, Architecture, or Engineering, with construction supervision/management experience or business experience related to the construction industry (such as a contractor); high proficiency and knowledge of Microsoft Office programs for word processing, spreadsheet analyses, and email communication (Word, Excel, Outlook); well-developed written and oral communication skills; and have a desire to be proactive and ask questions.

#### DESIRED REQUIREMENTS

In addition to the minimum requirements above, ideal candidates will have a BS degree in Engineering, Construction Management, or a related field; have work experience with similar duties and responsibilities in a laboratory environment; experience or strong interest/practical knowledge of wood-based construction

materials and other residential construction materials (decking, drywall, concrete, etc.); and understanding and experience with basic programming.

**BENEFITS**

- Health, dental, and vision insurance
- Basic and voluntary life insurance
- Short- and long-term disability insurance
- Eligibility for paid vacation, holiday, sick, and bereavement leave
- Eligibility to participate in 401(k) retirement plan and optional year-end profit sharing
- Participation in the Employee Stock Ownership Plan (ESOP)

**COMPENSATION**

Salary commensurate with qualifications and experience

**If qualified and interested, please send cover letter and resume via email to:**

Steve Verhey, PhD  
Vice President of Laboratories and Panel Products  
PFS TECO, 1507 Matt Pass, Cottage Grove, WI 53527  
[steve.verhey@pfsteco.com](mailto:steve.verhey@pfsteco.com)

**ABOUT PFS TECO**

PFS TECO is an employee-owned, independent, third-party certification, inspection, and testing agency for manufacturers of:

- Panel products
- Engineered wood products
- Building components
- Modular buildings
- Hearth products
- Wood baseball bats

and is an approved IPIA/DAPIA for HUD-code manufactured housing.

PFS TECO is based in Cottage Grove, Wisconsin, and maintains offices in Oregon, California, Texas, and Pennsylvania—and test laboratories in Wisconsin and Oregon—to support clients in the U.S., Canada, and more than twenty other countries.

