

POSITION DESCRIPTION

POSITION TITLE: Process Operator

CLASSIFICATION: Non Exempt

APPROVED BY: Human Resources Director

POSITION REPORTS TO: Shift Lead, Production Manager

POSITIONS SUPERVISED:

POSITION PURPOSE

Responsible for the operation of the plant, working a 12-hour rotating shift schedule, to ensure maximum production quantity and quality, while supporting the policies, goals, and objectives of the Company.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Constantly review the operation of the plant to monitor production and quality, anticipating and solving problems in a timely manner, and identifying opportunities for improvement.
 2. Participate in projects that improve efficiency and/or reduce operating costs.
 3. Maintain adequate records of key production variables such as production volume, yield, plant uptime, utility consumption, etc., on a daily, weekly, and/or monthly basis, as required.
 4. Communicate directly with QA/QC laboratory to ensure effective participation in the implementation of QA policies and procedures.
 5. Sample and test process streams as required by the QA/QC program and procedures.
 6. Maintain QA/QC records.
 7. Understand and interpret QA/QC results and take appropriate action when required.
 8. Communicate directly with the maintenance department to coordinate maintenance and repair work in process areas.
 9. Perform preventive maintenance activities as required.
 10. Assist maintenance technicians in performing maintenance and repairs.
 11. Work in a safe manner at all times.
 12. Participate in programs and procedures required to ensure plant cleanliness.
 13. Monitor use and inventories of process chemicals and supplies.
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QUALIFICATIONS

EDUCATION/CERTIFICATION: High school diploma or equivalent certificate required
Associate degree or technical degree/certification preferred

**REQUIRED KNOWLEDGE
& EXPERIENCE:**

Experience in the operation of a dry-mill ethanol plant preferred

SKILLS/ABILITIES: Ability to learn and work effectively with the plant's Distributed Control System (DCS)
 Punctual and timely in meeting all requirements of performance, including but not limited to, attendance standards and work deadlines
 Ability to maintain courteous, professional and effective working relationships with employees at all levels of the organization
 Ability to communicate information and state problems or challenges to be resolved in a clear, concise, courteous, nondiscriminatory and professional manner and be able to provide clarification as necessary
 Capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

12-hour shifts on a four-week shift rotation between days and nights; three 12-hour shifts one week; four 12-hour shifts the second week. Significant time will be spent in the plant. All types of chemical industry equipment are used in the plant to include, but not limited to fermentation vessels, jet cookers, agitators, mixing and milling equipment, distillation columns, centrifuges and distributive control systems. May be exposed to loud noises, wet and humid conditions, fumes or airborne particles, toxic chemicals, extreme hot and cold depending on weather conditions. Must be able to climb ladders and work at elevations of 175 feet. Must be able to speak and listen clearly. Fine visual acuity to read for accuracy. Travel required or as needed. For more detail please review the ADA questionnaire on file in Human Resources.

PHYSICAL STRENGTH: This job may require lifting of up to 50 pounds frequently.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee signature _____

Date _____

Supervisor signature _____

Date _____

HR Director signature _____

Date _____