



Process Operator
Job Description

Reports To: Production Supervisor

FLSA Status: Non-Exempt

Summary: 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 Duties and Responsibilities include the following. Other duties may be assigned.

- Monitors and controls plant operations.
 - Constantly reviews the operation of the plant to monitor production and quality, anticipating and solving problems in a timely manner, and identifying opportunities for improvement.
 - Participates in projects that improve efficiency and/or reduce operating costs.
 - Maintains 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.
- Participates in Quality Assurance program.
 - Communicates directly with QA laboratory to ensure effective participation in the implementation of QA policies and procedures.
 - Samples and tests process streams as required by the QA program and procedures.
 - Maintains QA records.
 - Understands and interprets QA results and takes appropriate action when required.
- Participates in plant maintenance program.
 - Communicates directly with the maintenance department to coordinate maintenance and repair work in process areas.
 - Performs preventive maintenance activities as required.
 - Assists maintenance technicians in performing maintenance and repairs.
 - Assists with diagnosing and trouble-shooting maintenance related issues.
- Participates in safety, health and environmental programs.
 - Knows and understands city, county, state, and federal regulations relating to process operations and works in a manner to ensure that these regulations are met at all times.
 - Works in a safe manner at all times.
- Other Duties:
 - Participates in programs and procedures required to ensure plant cleanliness.
 - Monitors use and inventories of process chemicals and supplies.

Education and Pertinent/Proven Experience: The minimum requirements for education and experience are listed below. Consideration will be given to individuals with an equivalent combination of education and experience.

- High school diploma.
- Post-secondary education and /or a technical trade certificate is desired.
- Candidates with experience in the operation of a dry-mill ethanol plant are preferred.

Schedule:

- 12-hour shifts on a two-week shift rotation between days and nights; three 12-hour shifts one week; four 12hour shifts the second week.

Computer Skills:

- Must have the ability to learn and work effectively with the plant's Distributed Control System (DCS).
- Expertise and proficiency with basic office computer software, e.g., word processing, email, and spreadsheets is an asset.

Physical Requirements:

- **The employee must regularly lift and /or move up to 50LBS.**
- Must be able to climb ladders and work at elevations 175 feet.

Working Environment:

- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts.
- The employee is regularly exposed to dusty conditions.
- The employee is regularly exposed to high noise environments.
- The employee is regularly exposed to outside weather in all conditions.
- The employee will regularly be exposed to chemicals used in the