



## **Process Operator (Utility) Job Description**

**Summary:** This is an entry level operations position 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.
- Adding fermentation ingredients to the process.
- 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 QC laboratory to ensure effective participation in the implementation of QC policies and procedures.
- Samples and tests process streams as required by the QC program and procedures.
- Maintains QC records.
- Understands and interprets QC 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 troubleshooting 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.
- Participates in programs and procedures required to ensure plant cleanliness.
- Monitors use and inventories of process chemicals and supplies.
- Assist all other employees and departments as required for efficient plant operation.

**Education and 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 technical trade certificate is an asset.
- Candidates with experience in the operation of a dry-mill ethanol plant will be given preference.

**Schedule:**

- 12-hour shifts on 1 month rotation between days and nights, three 12-hours shifts one week; four 12-hours shifts the second week.

**Computer Skills:**

- Must have the ability to learn and work effectively with the plants distributed control system.
- 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 50 pounds.
- Must be able to climb ladders and work at elevations of 125ft.

**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 dust conditions.
- The employee is regularly exposed to high noise environments.
- The employee is regularly exposed to outside weather in all conditions.
- The employee is regularly exposed to chemicals used in the process.