



Job Description – Operator

Job Title: **Operator**
Department: **Plant**
Reports to: **Shift Supervisor**

1. *Summary:*

The Operator is responsible for manufacturing biofuel products. The Operator is instrumental in ensuring that quality biofuel is produced safely, efficiently and on a timely basis, by monitoring production, quality, and instrumentation.

The Operator controls equipment, process units, and systems that convert feedstock into biofuel by following established Standard Operating Procedures. This individual has knowledge of chemical reactions and is able to identify trends through interpretation of laboratory test results. Finally, this person supports plant operations in an “on call” status and must adhere to American GreenFuels drug testing program (random, post-accident, and reasonable suspicion testing).

2. *Essential Functions & Approximate Percentage of Time Spent on Each:*

A. 45% **Production**

- Follows all safety rules and SAFE work procedures.
- Uses precision instrumentation to ensure material meets specified standards.
- Controls the feed of liquids and gases through equipment in specified amounts, or activates automatic feed.
- Initiates feed of materials through equipment units, such as heating vessels and mixing tanks; or adds pre-weighed ingredients into tanks, or hoppers.
- Maintains inventory on containers, labels and other supplies. Informs Shift Supervisor of any concerns.
- Maintains a clean, safe, and well-kept work environment.
- Assists Shift Supervisor with overseeing production, planning or scheduling as requested.

B. 25% **System Operation**

- Observes gauges, signals, and recording instruments, turns valves, and moves controls to regulate temperatures, pressures, and flow of steam, coolant, and chemical constituents through system.
- Operates the biodiesel master computer system (Delta V), and lab equipment according to Standard operating procedure.
- Ability to safety operate Powered Industrial Equipment.

C. 10% **Quality Assurance**

- Performs quality control functions by visually inspecting and testing all in-process material.
- Explores opportunities improve quality in all aspects of biodiesel operation.
- Draws samples of product at specified stages of synthesis and performs standard tests to ensure conformance with plant standards.

C. 10% **Maintenance**

- Performs general facility preventive maintenance. and housekeeping,
- Conducts regular inspection rounds with a focus on equipment leaks and hazards.

E. 10% **Recording & Reporting**

- Prepares accurate system reports on a timely basis.
- Maintains log of gauge readings, shift production, and equipment malfunctions.
- Notifies appropriate personnel regarding problems in order to track and resolve issues.

Nonessential Functions:

- A. Assist in training and development of other Operators.
- B. Serves on the safety committee as requested.
- C. Handles various projects as requested.

3. *Minimum Qualifications:*

Education Level: (check one)

- | | | |
|---|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Some Highschool | <input checked="" type="checkbox"/> Highschool Diploma or G.E.D. |
| <input type="checkbox"/> *Some College | <input type="checkbox"/> *Associate Degree | <input type="checkbox"/> *Bachelor Degree |
| <input type="checkbox"/> *Master Degree | <input type="checkbox"/> *PH.D. | |

* Field of Study (if applicable): NA

Experience (years and *environment):

- | | | | |
|--|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> No experience necessary | <input type="checkbox"/> 0-6 months | <input type="checkbox"/> 6 months – 1 year | |
| <input checked="" type="checkbox"/> 1 – 2 years | <input type="checkbox"/> 2 – 5 years | <input type="checkbox"/> 5 – 10 years | <input type="checkbox"/> 10+ years |

* Environment: Experience in a process plant environment, preferably in chemicals, biofuels or petrochemical production.

5. *Success Factors - Knowledge, Skills & Abilities:*

- Experience with computerized equipment and controls and aptitude to learn company specific programs.
- Maintains a clean shaven appearance.

- Ability to safely operate forklift, pallet jack, pallet wrapper, and rail switches.
- Working knowledge of feedstock and biodiesel processing, as well as BQ-9000 requirements.
- Ability to distinguish colors.
- Ability to communicate both orally and in writing.
- Ability to work independently or as part of a team.
- Mental alertness at all times to ensure safety and accuracy.
- Basic mechanical and electrical skills.
- Able to interpret a variety of instructions provided in written, oral, or in a diagrammatic manner.
- Ability to troubleshoot and problem-solve under pressure/deadlines.
- Ability to adapt to changing situations and to handle competing demands with flexibility.
- Understanding of safety requirements, and able to respond to normal hazards and take appropriate precautions.
- Understanding of EPA, DOT, OSHA, and state regulations commonly associated with a biodiesel manufacturing facility.
- A valid driver's license and TWIC card.
- Passing a drug test and adhering to drug testing program (random, for cause and post accident).
- Able to read, write and speak English.

6. *Supervisory Responsibility:*

None

7. *Physical Requirements:*

- Continuously standing on concrete floor.
- Frequent climbing (up to 65 ft), kneeling, stooping, and bending.
- Occasional sitting, use of computer, and pushing/pulling.
- Reaching above the shoulders.
- Frequently carrying, lifting, and/or moving up to 50 lbs unassisted.
- Frequently carrying, lifting, and/or moving 100 to 250 lbs assisted.
- Ability to maneuver 600 lbs with handcart.
- Repetitive hand movements with a firm grasp with both hands.
- Ability to work outdoors in various climates and conditions.
- Ability to manage contact/exposure to chemicals ordinarily found in a biodiesel facility.
- Ability to tolerate extended periods of physical effort.