



## Job Description –Logistics

Job Title: Logistics  
Department: Logistics  
Reports to: Logistics Lead or Shift Supervisor (secondary)

### 1. Summary:

The primary role of Logistics is to complete daily logistics activities in a timely matter. This role must be knowledgeable of, and responsible for, complying with all health, safety, and environmental requirements to the highest standards under federal, state, and local laws. Finally, this position supports 'on call' as necessary, 24 hours per day, every day of the year.

### 2. Essential Functions:

- Follows a schedule to ensure trucks, tanks and railcars are loaded/offloaded as required to meet customers shipping requirements.
- Starts feed of materials through transfer equipment units and monitors process to ensure efficient and safe transfer.
- Observes gauges, signals, and recording instruments, turns valves, and moves controls to regulate flow of materials and chemical constituents through system to ensure efficient and safe transfers.
- Draws samples as required and performs standard tests to determine whether or not materials are in conformity with plant standards.
- Observes the holding tank inventory and informs shift supervisor of any concerns.
- Observes, and makes recommendations on improving logistics efficiency at the plant.
- Assists supervisor with overseeing logistics operations, scheduling and paperwork as requested.
- Prepares shipping/transfer records and generates system reports on a timely basis.
- Searches for ways to maintain quality in all aspects of biodiesel logistical operations.
- Notifies appropriate supervisor regarding any problems, in writing at the end of the shift to track and resolve issues.
- Assists with training and development of other logistics coordinators, including but not limited to job shadowing.
- Completes inspection rounds to check logistics equipment and tank farms for malfunctions, defects, leaks and hazards. Completes work requests to address abnormal conditions.
- Performs housekeeping and logistics coordinator level maintenance, which is limited to equipment cleaning, inspection, lubrication and filling oil reservoirs.

### 3. Nonessential Functions: Assist with tasks as assigned by Management.

### 4. Minimum Qualifications:

- Education Level: High School Diploma or GED
- Field of Study (if applicable): N/A
- Experience : 6 months – 1 year
- Environment: At least six months of successful experience as an American Green Fuels Operator.

HIGH-RISK/SAFETY-SENSITIVE OCCUPATION

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

- Has fulfilled all operator job responsibilities successfully.
- Has a proven strong work ethic.
- Understands of all technical elements in the plant, not only to support efficient and effective operations, but also to transfer this information to other staff.
- Ability to understand instructions and underlying principles, and then convey instructions to coworkers effectively.
- Ability to reason and make sound judgements.
- Sets realistic goals and make plans independently and interdependently (i.e., by knowing when to work with others – especially superiors – and how to do so effectively).
- Communicates effectively in all departments, and at all levels of job responsibilities.
- Has computer proficiency in MS Word, and Excel
- Exercises discretion and independent judgement with respect to matters of significance.
- Adheres to company standards of safety, neatness, and cleanliness.
- Has a basic understanding of EPA, DOT, OSHA, and other state and federal regulations commonly associated with biodiesel manufacturing
- Has a valid identification card in accordance with the I9 Form and TWIC card.
- Ability to read, write, speak, and understand English.
- Ability to safely operate powered industrial equipment

**6. Physical Requirements:**

- Ability to tolerate extended periods of physical effort.
- Continual standing on concrete floors.
- Ability to work outside in various climates and possible harsh conditions.
- Ability to distinguish colors.
- Frequently kneeling, stooping, bending, sitting, walking and using a computer
- Carrying, lifting, and/or moving up to 50 pounds unassisted.
- Carrying, lifting, and/or moving 100 to 250 pounds assisted.
- Ability to maneuver up to 600 pounds with handcart or other devices.
- Occasional pushing, pulling, and/or reaching above the shoulders.
- Repetitive hand movements with a firm grasp with the right and/or left hand.
- Must pass pulmonary testing and remain clean shaven at all times to wear respirator when job requires or in case of emergency.

**7. Supervisory Responsibility: None**

**8. Safety Sensitivities:**

- Ability to manage contact/exposure to chemicals ordinarily found in a biodiesel facility.
- Responsible for operation of powered industrial equipment.
- Responsible for turning valves, controlling and regulating the flow of materials and chemical constituents throughout the product transfer system to ensure efficient and safe transfers.