

ACE ETHANOL, LLC JOB DESCRIPTION

TITLE : Production Operator
REPORTS TO: Operations Manager

STATUS: Non-Exempt
UPDATED: November 2010

Position Summary:

Safely operates equipment for all production processes performed at Ace Ethanol LLC. Learns, understands and complies with plant safety and production rules and regulations. Monitors, documents, and troubleshoots production activities according to established procedures. Keeps others informed of problems or potential problems as indicated.

Primary Responsibilities:

1. Learns, understands, and complies with all plant safety rules and regulations at all times. Holds self and others accountable for safe operations, wears required PPE, actively participates in regular safety training and testing.
2. Safely operates production equipment and systems for all products manufactured by the Company according to established procedures. Monitors efficiency of production processes via computerized systems and visual inspection of large equipment that can be very hot, heavy, under pressure, and at elevated heights.
3. Learns and understands sequence of plant operations, purpose and implications of control systems, source/destination of piping, and how operations of each impact other areas in the Company.
4. Follows the instructions of Plant Manager and Operations Manager in regard to plant operations including but not limited to: quality checks, plant production speed, sanitizing, sampling, general operations, problem solving, and personal conduct.
5. Troubleshoots and adjusts operational problems to maximize production.
6. Performs plant inspections – includes walking through the entire plant on each shift while looking and listening for equipment and process problems.
7. Performs quality control tests and logs accurate results according to established procedures. Makes extra checks on problem areas and adjusts as needed for optimization of plant through-put.
8. Works closely with lab staff to adjust plant for optimization and test sample gathering.
9. Keeps up-to-the-minute logs of activities, shutdowns, abnormal operations, troubleshooting, and problem areas; notifies Operations Manager of continuing operating problems.
10. Verbally communicates with other shifts regarding operating situations and plant status at the beginning and end of each shift.
11. Communicates in a timely manner with appropriate people regarding operating conditions that need attention on each shift. Follows up with supervisor as needed.
12. Reacts quickly to problem situations and to directions given by management.
13. Performs housekeeping and sanitation of plant area according to established procedures.
14. Performs special projects and other duties as assigned by management.

Work Relationships:

Reports directly to Operations Manager. Works closely with most other employees on a regular basis – includes maintenance, logistics, laboratory, electrical and instrumentation, and office. Regular interaction with customer/supplier truck drivers, contractors, and vendors.

Performance Expectations and Competencies:

Work performed is expected to meet or exceed guidelines for safety, quality, accuracy, timeliness and thoroughness. Due to 24/7/365 operations and number of operators on each shift, must be reliable and timely in reporting to work. Competencies include the ability to: think and work safely, accurately troubleshoot and resolve technical problems, gain the trust and respect of co-workers and management, communicate effectively and develop good working relationships with others, conduct self with honesty and integrity, take initiative to notice what needs to be done and the good judgment to act appropriately.

Knowledge, Skills and Abilities:

Requires at least a high school education or equivalent – ability to read and clearly speak English, follow written and verbal instructions, write legibly for logs and documentation, perform basic math operations (add, subtract, multiply, divide, fractions and decimals), use measurement devices, read gauges, distinguish color. Must be able to work both independently and as a team member, and multi-task effectively.

EXPERIENCE working in a process production environment with understanding of process flow is highly desirable, as are certifications in forklift and man-lift operation, use of basic laboratory equipment (pH, automated sampling equipment, moisture analyzer) and basic computer skills for navigating spreadsheets and entering production data.

SHIFT SCHEDULE - Operators work a two-week rotation of 12-hour shifts (2on-2off-3on-2off-2on-3off) from either 7:00 a.m. to 7:00 p.m. or 7:00 p.m. to 7:00 a.m. There are 3 'seats' that rotate daily (cook, distillation, float).

PHYSICAL AND SAFETY REQUIREMENTS:

- Lift up to 75 lb. bags of ingredients on pallets, normally chest height, and move a few feet away, usually 3 times per shift, about 20 bags each time
- Climb open-grate metal stairs to elevations up to 80 feet
- Climb fixed and movable ladders up to 40 feet high
- Use basic hand tools (screwdrivers, hammer, pliers, electric drills, impact wrenches, shovel, broom, etc.)
- Perform basic maintenance duties proficiently (replace/repair wear parts in machinery, adjust equipment, open/close tanks and heat exchangers, etc.)

- Work in confined spaces as needed (varies from daily to infrequently) and overhead work (reaching overhead and/or working on elevated equipment, etc.)
- Repetitive lifting/bending/kneeling/walking/climbing a significant part of each day, depending on plant operations for the day and seat being worked that day
- Wear and appropriately use all required personal protective equipment (safety glasses, steel toe shoes, hearing protection, respirators, fall protection, hard hats, etc.)
- Wearing of contact lenses, jewelry and loose clothing are not allowed in the plant for safety reasons

Working Conditions:

Work is performed both indoors and outdoors in all weather conditions – heat, cold, humidity, rain, snow, etc. Frequent exposure to noise, heights, moving equipment and mechanical parts, electricity, extremely hot and cold equipment and products, toxic and/or caustic chemicals, flammable materials, and dust, dirt/grease.

This job describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by management. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.