

FOX RIVER VALLEY ETHANOL, LLC

JOB DESCRIPTION

TITLE: Production Operator
REPORTS TO: Production Supervisor

STATUS: Non-Exempt
UPDATED: January 2020

Position Summary:

Safely operates equipment for all production processes performed at Fox River Valley 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.

Duties and Responsibilities:

- 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 hot, heavy, under pressure, and at elevated heights.
- Follows direction from the Production Supervisor in regard to plant operations including but not limited to quality checks, plant production speed, sanitizing, sampling, general operations, problem solving, and personal conduct.
- 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.
- Works closely with lab staff to adjust plant for optimization and test sample gathering and some laboratory testing.
- Performs housekeeping and sanitation of plant area according to established procedures.
- Performs special projects and other duties as assigned by management.

Work Relationships:

Reports directly to Production Supervisor. 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.

Required Skills & Abilities:

- Work performed is expected to meet or exceed guidelines for safety, quality, accuracy and timeliness
- Must be reliable and timely in reporting to work.
- Must be able to work both independently and as a team member, and multi-task effectively.

Education & Experience:

- 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.

Physical 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. Duties, responsibilities and activities may change at any time with or without notice.