

PROCESS OPERATOR

Department: Process | Reports to: Shift Supervisor

FLSA: Non-exempt | EEOC: 07 | Rev. 11-04-2024

Summary

The Process Operator monitors, operates, and adjusts equipment involved in the production of ethanol to ensure optimal efficiency and safety. This position requires a strong understanding of ethanol production processes, mechanical systems, and safety regulations. This role is crucial to ensuring the efficient and safe production of ethanol, with a focus on quality control, safety compliance, and equipment maintenance.

The following is not intended to be all-inclusive. The employee may be required to perform other duties as assigned by management.

Key Responsibilities

Process Operation:

- Monitor and operate ethanol production equipment, including fermentation, distillation, and dehydration systems.
- Adjust controls to regulate the flow of materials, temperature, and pressure to maintain process parameters.
- Start, stop, and troubleshoot equipment as needed to ensure continuous production.

Quality Control:

- Conduct tests and analyses on samples to ensure product quality meets specifications.
- Record and interpret data, adjusting to optimize production output and maintain quality.
- Identify and report any deviations or non-conformances in quality standards.

Maintenance and Troubleshooting:

- Perform routine maintenance and cleaning of equipment to prevent disruptions.
- Detect and diagnose mechanical or process issues, coordinating with maintenance teams to resolve them.
- Assist in minor repairs and preventive maintenance to maximize equipment efficiency.

Safety and Compliance:

- Adhere to all safety guidelines and standard operating procedures (SOPs) to prevent accidents.
- Perform regular checks to ensure compliance with environmental, health, and safety regulations.
- Respond to emergency situations promptly, following established protocols.

Documentation and Reporting:

- Keep accurate records of production data, including process changes, equipment status, and production logs.
- Prepare and document any operational issues or maintenance performed.
- Report findings and participate in process improvement initiatives.

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Skills and Qualifications:

- High school diploma or equivalent, technical certificate or associate degree in process technology or a related field helpful.
- Experience in a production or industrial setting, preferably in ethanol, chemical, or fuel production.
- Understanding process flow diagrams, safety protocols, and mechanical systems.
- Basic computer skills for data entry and reporting.
- Strong problem-solving skills and ability to work in a team environment.

Work Environment:

- May require working shifts, including nights, weekends, and holidays.
- Exposure to high temperatures, chemicals, and heavy machinery.
- Physical demands include standing for long periods, lifting heavy objects, and wearing protective equipment.

Physical demands include:

- Ability to work 12-hour rotating shifts, day/nights.
- Ability to work in a manufacturing environment with exposure to various chemicals, high noise levels, and temperature fluctuations.
- Capable of standing, walking, and occasionally lifting up-to 50 pounds for extended periods.
- Climb ladders and work at elevations up to 175 ft.

JOB DESCRIPTION ACKNOWLEDGEMENT

By signing below, I acknowledge that I have reviewed my job description and understand the requirements, duties and essential functions of the position. I am aware these duties and responsibilities may change at any time with or without notice.

Name

Date