



POSITION DESCRIPTION

POSITION TITLE: Plant Manager

CLASSIFICATION: Exempt

POSITION REPORTS TO: CEO

POSITIONS SUPERVISED: Production Manager, Lab Manager, Maintenance Manager, EH&S requirements

POSITION PURPOSE

Responsible for safe and regulatory compliant operation of the plant to ensure maximum production quantity, quality, and profitability by directly supervising Operations Manager, Lab Manager, Maintenance Manager, and EH&S requirements while supporting the policies, goals and objectives of the company.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Responsible for day to day operations of a 90 MGPY dry mill ethanol facility.
2. Participate in establishing safety, production, and efficiency objectives.
3. Responsible for executing established safety, production and efficiency objectives.
4. Communicate and review plant objectives regularly with all managers, both individually and as a group, to ensure plant objectives are accomplished.
5. Develop monitoring metrics and review plant performance. Metrics shall include production, yield, energy efficiencies, labor utilization, financial results, chemical usage, etc.
6. Ensure that personnel are adequately trained, equipped and motivated, so that plant objectives can be accomplished in a safe, timely and cost-effective manner.
7. Conduct employee performance reviews based on job descriptions to determine competency, knowledge and contribution to the overall team.
8. Assist in developing Annual Budget with input from direct reporting managers, Chief Executive Officer, and Chief Financial Officer. Annual Budget shall include a Capital budget for plant improvements and equipment.
9. Responsible to review and report financial and operational results to Officers of Company and Board of Directors.
10. Initiate and carry out projects that improve efficiency and/or reduce operating costs.
11. Ensure city, county, state, and federal regulations relating to process operations are met at all times.
12. Direct, maintain, and enforce the safety program for all site personnel; review safety records to uphold standards of maximum safety for all personnel.
13. Communicate directly with Maintenance Manager to ensure consistent preventative maintenance is performed and unforeseen repairs are made in a timely manner to reduce plant downtime.

14. Communicate directly with Lab Manager to ensure effective implementation of QA/QC policies and procedures.
 15. Communicate directly with Operations Manager to continually review chemical usage and evaluate new products and processes to reduce chemical costs.
 16. Implement programs and procedures required to ensure plant cleanliness.
 17. Communicate with Commodity Manager to determine logistic movements of corn, DDGS, and ethanol to manage inventories, improve labor efficiencies, etc.
 18. Ensure consistent communications are maintained with ethanol, ddgs, and corn oil marketers to insure inventories, logistics, and any plant disruptions are managed.
 19. Ensure consistent communications are maintained with energy providers regarding anticipated energy needs, disruptions, and plant downtimes.
 20. Assist with interviewing, hiring, and training plant employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.
 21. Other duties as assigned
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QUALIFICATIONS

EDUCATION/CERTIFICATION: Bachelor's degree in chemical, mechanical or process engineering required.

REQUIRED KNOWLEDGE

& EXPERIENCE:

5 years' experience in the operation of a dry-mill ethanol plant preferred. Previous management/supervisor experience required. Strong knowledge of the ethanol production process and technology preferred.

Knowledge of general office equipment required

SKILLS/ABILITIES:

Ability to communicate information and state problems or challenges to be resolved in a clear, concise, courteous, nondiscriminatory and professional manner and be able to provide clarification as necessary. Capable of adapting with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Significant time will be spent in the plant. All types of chemical industry equipment are used in the plant to include, but not limited to fermentation vessels, jet cookers, agitators, mixing and milling equipment, distillation columns, centrifuges and distributive control systems. May be exposed to loud noises, wet and humid conditions, fumes or airborne particles, toxic chemicals, extreme hot and cold depending on weather conditions. Must be able to climb ladders and work at elevations of 175 feet. Must be able to speak and listen clearly. Fine visual acuity to read for accuracy. Travel required or as needed. For more detail please review the ADA questionnaire on file in Human Resources.

PHYSICAL STRENGTH: This job may require lifting of up to 50 pounds occasionally.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.