



Materials Supervisor

Division: POET Biorefining

FLSA Status: Exempt

SUMMARY

The Materials Supervisor is responsible for the supervision of the Material Handlers, the handling of materials thru the initial stages of storage, grinding and processing and for creating a positive work environment. Team members in this position strive for maximum efficiency in plant operations and support operations through problem solving, adaptation and working with other departments to correct process problems. The Materials Supervisor plans, directs and coordinates the operations of the biorefinery by implementing changes as necessary. Team members in this position are also responsible for the movement, unloading and loading of biomass from/to trucks and rail cars as well as to/from/within the stackyard to the biomass building. Team members in this position use mechanical equipment, meters or scales as well as computers and software equipment when loading products to ensure a timely delivery and product safety. POET biorefineries operate on a 24-hour continuous schedule. Team member must meet call-in requirements and be available as needed.

ESSENTIAL FUNCTIONS

1. Effectively manages team by recruiting, selecting, orienting and training team members. Leadership responsibilities also include delegation, coaching and performance management and career development to effectively execute departmental strategies and support company objectives.
2. Delegate responsibility and expect accountability among team members by fostering a spirit of teamwork.
3. Supervises professional, technical and support staff on a day-to-day basis, including determining workloads and schedules, implementing and interpreting policies and procedures, evaluating and training staff.
4. Load trucks and rail cars with feed and fuel products of POET biorefineries using mechanical equipment, meters and scales as required to ensure timely delivery of products.
5. Assist with biomass, materials and supply truck unloading functions.
6. Complete the grading of materials using training provided.
7. Operate large machinery and equipment; may be required to obtain DOT certification.
8. Maintain a clean work area.
9. Enter bins adhering to POET's confined space procedures.
10. Complete HAZMAT paperwork when necessary.
11. Learn, maintain and operate all processes associated with the biomass and grains operation including repair and maintenance.
12. Remove, install, rebuild, lubricate and clean all equipment associated with the biomass and materials handling process.
13. Perform preventative maintenance tasks as directed.
14. Outdoor, weekend and holiday work hours required.
15. Must be able to meet call-in requirements as well as work extended hours as necessary.
16. Assist with running the biomass and biorefinery scale house and learn required software applications.
17. When requested, support the interviewing and hiring of department team members according to POET's Standard Operating Procedures.
18. Work in an honest and ethical manner; maintain confidentiality on all business related matters.
19. Maintain a high level of customer service and friendly atmosphere.
20. Foster a culture of safe behavior and environmental compliance at all times.
21. Maintain a team environment at all times and champion POET in the community.
22. Other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should be able to demonstrate and provide the following:

- High school diploma or equivalent required.
- Experience and knowledge in the operation of heavy machinery, skid loaders or other associated heavy loading or material-moving equipment preferred.

- DOT certification preferred.
- Three (3) years of previous supervisory or leadership experience preferred.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.
- Excellent organizational, time management, and communication skills as well as the ability to adapt to change.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is largely self-directed and requires a thorough understanding of company policy, procedures and values. Team members will be required to adhere to safety requirements at all times and in all work environments. This position operates in both an office and plant environment. In the office, the team member will work on a personal computer. In the plant environment, the team member may be exposed to noise, heat and other elements both inside and outside as well as possible exposure to moving, mechanical parts, dust, high noise levels, internal and external temperature/weather conditions and exposure to chemicals.

Specific physical requirements include:

- Occasionally lifting weight up to sixty (60) pounds.
- Climbing several flights of stairs and ladders.
- Opening valves.
- Occasionally bending, twisting and turning while lifting weight of less than fifty (50) pounds.
- Data entry while seated for greater than one (1) hour.
- Walking up to two (2) or more miles per day.
- Pushing brooms, shovels, etc.
- Working at heights, in confined spaces and outdoors at temperatures from -20 to +100 degrees for extended periods of time.
- Standing for extended periods of time.
- Wearing Personal Protective Equipment (PPE).
- Using hand and power tools.