



## Operator I

**Division: POET Biorefining**

**FLSA Status: Non-Exempt**

### SUMMARY

The Operator I is responsible for the operation of all plant processing equipment in a highly automated chemical facility. Operators are required to maintain knowledge of the process flow, computerized equipment and be aware of hazards associated with the process. The team member in this position is responsible for understanding and executing standard operating procedures and is expected to ensure proper response during normal and abnormal operating situations. Additionally, operators are responsible for communicating process events to both supervisors and on-coming shift team members. Continuous plant operation requires 12-hour shift work. Team member must be able to adapt to 12-hour workdays and be able to meet call-in requirements as needed.

### ESSENTIAL FUNCTIONS

1. Learn and operate the Distribution Control System (DCS) and other processes associated with the plant operations.
2. Follow all established biorefinery policies and procedures.
3. Collect and test quality control samples on all product streams and interpret QA/QC results and take action when required.
4. Assure timely and accurate daily documentation of all process information is completed and sample results are entered into PI.
5. Maintain a clean facility and follow the sanitation schedule completing all tasks as assigned.
6. Occasionally assist the maintenance department with routine tasks such as assembling and disassembling equipment, rigging and cleaning filters.
7. May load and unload bulk chemical trucks while maintaining a high level of safety and customer service.
8. May load trucks with product (wet cake feed, distillers syrup, corn oil, etc.) using meters or scales ensuring timely delivery of product.
9. Understand and follow plant operating procedures for start-up, shut-down, temporary and emergency operations.
10. Utilize process data, trend analysis and training to monitor, troubleshoot and respond to process conditions to optimize plant operation.
11. Attend and participate in shift exchange meetings at beginning and end of shift with oncoming/outgoing team members of the previous shift events and current process status.
12. Participate in all health, safety and environmental programs; maintain self-awareness on safety issues and requirements and report any safety concerns immediately to the EH&S department.
13. Perform equipment preparation and lockout for maintenance activities including line break and confined space entry.
14. Create service requests using Maximo to inform maintenance staff of identified equipment repairs needed.
15. Provide knowledge sharing and training with other team members.
16. Operate machinery including, but not limited to: forklift, manlift and front end loader.
17. Responsible for notifying management team of environmental, quality and production concerns, problems and opportunities.
18. Foster a culture of safe behavior and environmental compliance at all times.
19. Maintain a team environment at all times and champion POET in the community.
20. Other duties as assigned.

### EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should demonstrate the following:

- High school diploma or equivalent required.
- Experience in production environment preferred.
- Working knowledge in math, reading comprehension and mechanical reasoning required.
- Strong troubleshooting and problem solving skills are required.
- 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 all safety requirements at all times and in all work environments. This position is exposed to work in multiple environments, including plant, laboratory, as well as an office environment. The team member may be exposed to high noise levels, moving mechanical parts, dusty conditions, internal and external temperature/weather conditions, and chemicals.

Specific physical requirements may 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 at temperatures from -20 to +100 degrees.
- Standing for extended periods of time.
- Wearing Personal Protective Equipment (PPE).
- Using hand and power tools.