



Shift Supervisor

Division: POET Biorefining

FLSA Status: Exempt

SUMMARY

The Shift Supervisor is responsible for the supervision of the Plant Technicians or Operators 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 Shift Supervisor plans, directs and coordinates the operations of the biorefinery by implementing changes as necessary. Team members in this position are also responsible for optimizing plant runtime as well as downtime while ensuring a quality end product.

POET biorefineries operate on a 24-hour continuous schedule which requires Shift Supervisors to work a 12-hour shift schedule (including, nights, weekends, and holidays) alongside their assigned team. Team member must be available as needed.

ESSENTIAL FUNCTIONS

1. Supervise plant operations on shift.
2. Influence and support execution of plant maintenance as developed by the Maintenance Manager or Maintenance Supervisor.
3. Assure all daily documentation and required process information is completed in a timely and accurate manner.
4. Make process decisions including shutting plant down if necessary.
5. Contact the appropriate department manager with problems/concerns; call in additional team members if needed.
6. Maintain and operate all processes associated with the plant including boilers, cooling towers and water chemistry.
7. Develop an understanding of repair and maintenance of plant equipment and may need to ensure documentation of all maintenance activities.
8. Understand basic electrical troubleshooting.
9. Strive for maximum efficiency in plant operations, trouble shoot and work with all departments to correct process problems.
10. Learn and operate the DCS (computer control system) and other processes associated with the plant operations.
11. Update SOP's and train personnel for procedure changes and plant modifications.
12. Respond to collected data and make adjustments to optimize plant operation. Do quality controls tests on product streams and make necessary adjustments.
13. May perform or supervise the removal, installation, rebuilding, lubrication, and cleaning of all equipment associated with plant processes.
14. May perform or supervise preventative and proactive maintenance tasks in a safe and efficient manner.
15. Coordinate effective communication during shift exchange to ensure safe, efficient and continuous plant operation.
16. Operate forklift as necessary. Monitor safe forklift operations on a regular basis.
17. Assure all products manufactured meet established specifications.
18. Assure compliance with all company, State and Federal regulatory agencies policies and rules; assist in implementing approved changes.
19. Effectively manages team by partnering with plant leadership to recruit, select, orient and train team members. Leadership responsibilities also include delegation, coaching and performance management and career development to effectively execute departmental strategies and support company objectives.
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 the following competencies:

- High school diploma or equivalent required; secondary education preferred.
- Production or operational experience is required; operational background in ethanol production is preferred.

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- 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 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.