



## JOB DESCRIPTION

**JOB TITLE:** Production Manager

**FLSA STATUS:** Salary-Exempt

**SUPERVISOR'S TITLE:** Plant Manager

**General Summary:** Focus the Production Department on the key drivers of operations excellence. Responsible for overall operations of the facility in a safe and efficient manner keeping the company goals and objective evident along with mentoring and coaching and any other tasks necessary to complete such work. To operate the plant optimally and profitably.

### **Essential Duties and Responsibilities:**

- Able to read, understand, instruct and follow standard operating procedures for operation of plant and associated equipment.
- Able to operate laboratory equipment and make technical readings.
- Able to troubleshoot, anticipate and correct problems associated with plant operations. May need to inspect different areas of the plant to locate problems.
- Able to review the process to ensure accuracy and the highest quality of product. May need to make changes accordingly. Studying trends
- Follow the Operations Objectives to reach the facility's performance objectives and overall goals.
- Communicate with the lab to anticipate or remedy any problems to ensure the highest quality and optimize the facility's efficiency.
- Keep the facility clean and safe taking into account all local city, state and federal laws and regulations in all operations of the plant. General Housekeeping.
- Communicate with the maintenance department to anticipate or fix problems in a timely manner.
- Monitor and handle chemicals according to the MSDS safety sheets.
- Keep and record an accurate and timely log.
- Monitor plant traffic after-hours with the help of the main gate
- Fully understand the duties of direct reports (Production Supervisor, D&E & Slurry operator) to assure accurate and timely tasks are completed. May need to cover positions during unexpected interruptions in the plant.
- Work with the training coordinator in understanding the process (why we are doing what we are doing) along with technical terms
- LOTO procedures and may need to enter a confined space (during Shutdown). Issue and monitor hot work permits.
- Input accurate measurements/readings for inventory purposes.
- Responsible for managing production staff and determining schedules, sequences, and assignments of work activities, based on work priority, quantity of equipment and skill of personnel for the benefit of the company. Evaluate, document and write annual performance reviews and conduct evaluations of direct reports.
- Respond to performance issues or misconduct of direct reports. Counsel, issue write-ups, and handle other employee discipline as necessary with help of HR guidance.

- Assist in the hiring process and finding qualified applicants. Offers feedback to Plant Manager and HR Manager and recommend dismissals of Production employees; create succession planning.
- Autonomous work; generally expected to handle daily operations without frequent contact or direction from Management.
- Conduct monthly supervisor meetings (Attend Safety & PSM meetings also). Performing audits when needed.
- Complete projects on-time, on-budget, on-quality and safely.
- Management of Change (MOC) procedures are utilized as appropriate and documentation of the change is completed.
- Ordering products/chemicals and reporting daily results.
- Interact with vendors and suppliers thru email, phone, and plant visits; negotiating pricing.
- Aiming to achieve management goals while running the plant efficiently and profitably.
- Develop and maintain up to date SOPs for production.

**Required Knowledge, Skills, and Abilities:** Must possess excellent communication skills, leadership and supervisor skills, time-management skills, multi-tasking, detail-oriented, problem solving skills, good judgment, computer literacy, safety and security knowledge. Ability to handle pressure when there is an upset in the process. Ability to interpret and apply instructions, specifications, blueprints, and procedures. Knowledge of ethanol process is a must.

**Education and Experience:** Prior supervisory experience preferred. Prior Ethanol production experience of at least 2 years required and at least one year of Production Supervisor preferred.

**Physical Requirements:** Must also be able to perform the following physical requirements, either with or without reasonable accommodation, which also constitute essential functions of the position:

- Ability to lift at least 50 lbs.
- Must have ability to work a 12-hour swing rotation shift and be willing to work overtime. May need to work outside during the night hours.
- Manage Confined Space Entry
- Shoveling of corn or other bulk materials and other duties involving strenuous physical labor.
- Ability to sit at the boards (computers) for long periods of time.
- Able to work in tight spaces within facilities and outdoors, with exposure to large moving equipment, chemicals, loud noises, vibrations, dusty conditions, extreme temperatures along with exposure to penicillin.
- Operate and manage general office equipment
- Able to freely access all areas of Company premises, including going up and down stairs
- Ability to climb and maintain balance on ladders and elevated walkways and work at heights of at least 30 feet but may extend to 150 feet such as top of grain leg (plugged leg or troubleshooting).
- Follow all safety precautions.
- Operate the JLG, fork lift, scissor lifts, skid loader/end loader.
- Occasional use of Homeland supplied power tools such as but not limited drills, impacts, grinders. Use of various hand tools such as wire cutters, screwdrivers and hammers.
- Occasional overhead work when troubleshooting or assisting maintenance.

- Frequent sitting, bending, stooping, crouching, kneeling, reaching, twisting and forward-bend standing.
- Use of a two-way radio for communication
- Speak to employees for direction and training purposes.

**Working Conditions:** Work areas may have exposure to dust and other particles, various weather conditions, various temperatures, loud noises, vibrations and other extremes. Must be able to work safely with exposure to chemicals and while working with heavy moving machinery.

*While this job description attempts to identify a number of essential functions required of the position and offers various examples of the kinds of physical demands required, it does not list all the duties of the job and other duties may be required or assigned. Additionally, this job description is in no way a contract of employment and it does not affect the at-will nature of any employment relationship.*

EOE