



Plant Operator

Reports To: Production Manager
FLSA Status: Non-exempt
Department: Production

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified

SUMMARY

Plant Operators are responsible for the startup, maintenance, and shut down procedures of all physical plant units and utility systems. They are also responsible for operating all the processes within the plant and the computer control system for the plant. They are accountable for informing the Production Manager when production problems arise. Due to 24/7 plant operation, they are responsible for keeping on-coming plant operators informed of the current status of processes and what needs to be done for the next shift. Employment for this position is conditioned upon successfully passing certain pre-employment requirements

ESSENTIAL JOB FUNCTIONS

- Responsible for operational and maintenance support of the physical plant equipment and utilities including: water supply, boiler, cooling tower, air compressor, reverse osmosis, waste treatment plant, chiller, RTO, centrifuges, drum dryers, wet cake containment, and all associated equipment
- Effective vigilance around utilities plant for safe operation is very critical for the Plant Operator
- Assist the Plant Manager, Production Manager, and Lab Manager in order to optimize the plant to its capacity - will follow the plant SOP policies and make necessary modifications
- Take required samples and ensures the appropriate corrective actions are taken as needed
- Respond to collected data and make adjustments to optimize plant operation
- Responsible for notifying the Production Manager of any production issues or concerns
- Maintains and documents chemical inventories
- Responsible for water chemistry maintenance of the water supply to the plant, boiler, cooling tower, reverse osmosis, and waste treatment units
- Responsible for maintenance or preventive maintenance tasks as needed or assigned by the production manager or his designee
- Due to 24/7 plant operation, all operators are responsible for keeping on-coming operators informed of the current status of processes and what needs to be done for the next shift
- Learn and operate all processes associated within the plant, and DCs(computer control system) for the plant
- Learn and follow procedures for plant start-up, shut down, cleaning and batching
- Keep accurate and timely logs
- Perform quality control tests on product streams
- Must be able to switch from days to nights and fill in if needed for emergencies or absences
- Focus on continuous improvement in all aspects of the job
- Serve as additional support for planned and unplanned activities
- Maintain good housekeeping practices for the plant and outside grounds
- Safe work practices are a condition of employment. Report any safety issue or problem to your supervisor and Safety Department immediately

- Must have solid data entry skills
- Must have good record keeping skills
- Maintain a team environment with all other plant employees
- Actively promote GLE's vision, mission, and values with employees, outside vendors, and customers
- Be depended on to report to work at the scheduled time and is seldom absent from work
- Be depended upon to complete work in a timely, accurate and thorough manner
- Maintain high level of customer service
- Other duties as assigned

EDUCATION/EXPERIENCE/COMPETENCIES

- High school diploma or equivalent required, some college preferred
- Must be able to work in and contribute to a team environment
- Experience in plant production is preferred
- Experience with energy center operations is highly desirable
- Knowledge in Word, Excel, and Outlook and the ability and willingness to learn new software applications
- Individual must be able to read, write, and comprehend the English Language
- Must be able to give accurate verbal and written instructions
- Individual must be able to add, subtract, multiply, and divide numbers. Individual must be able to work with fractions, metric system, percentages, and decimals
- Must be able to communicate clearly in English

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Must be able to manage confined space entry, climb ladders and steps and lift a minimum of fifty (50) pounds
- Must be able to adapt to outside work environments which could include cold, heat, wind, rain, snow and slippery surfaces
- Individual will be exposed to high noise levels
- Open valves by hand with a twisting motion
- Occasionally bending, twisting, and turning while lifting weights of less than fifty (50) pounds
- Data entry while seated for greater than one (1) hour
- Walking of two (2) or more miles per day
- Pushing brooms, shovels, etc.
- Standing for extended periods of time
- Continuous operation requires rotating shift work
- Qualified individuals will be able to adapt to rotating 12 hour workdays which includes rotating weekends, and be able to meet call-in requirements as needed
- Elevated work required

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