

**Job Title:** Production Manager  
**Department:** Plant Operations  
**Supervisor:** Plant Manager  
**FLSA Status:** Full-Time, Exempt

### **Summary**

Lead and direct all aspects of ethanol and co-product production in the plant. Effectively communicate with entire operations staff while maximizing production and concentrating on process efficiencies. Maintain a strict focus on safety at all times.

### **Essential Responsibilities and Duties**

1. Daily, weekly and monthly tracking of production levels and down time.
2. Weekly tracking of utility consumption and exchanger efficiencies.
3. Maintain daily production levels and review the daily log sheets for discrepancies.
4. Evaluate production problems and recommend corrective action plans.
5. Communicate with lab manager on a daily basis to review quality control data. Identify areas of concern and recommend corrective action plans.
6. Attend maintenance meetings and coordinate production staff during production interruptions.
7. Provide ongoing list of shutdown maintenance requirements and work with Maintenance Manager to schedule the needed repairs.
8. Directly oversee the plant and equipment start-ups when possible.
9. Maintain means of tracking heat exchanger efficiencies. (i.e. Temp/press in & out.
10. Supervise meeting with Shift Leaders and Quality Control Department within expected frequencies.
11. Conduct monthly Shift Leader meeting and other department meetings as needed.
12. Update and maintain plant process manuals to include added equipment and delete information on removed process equipment. Update SOP's and fill out MOC forms when applicable.
13. Submit properly completed Purchase Requisition forms to the Plant Manager for approval.
14. Maintain supplier literature in an organized manner by plant section and/or item description.
15. Document and maintain inventory levels for chemicals, supplies, tools, denaturant and corn.
16. Provide input and feedback pertaining to service and quality of manufacturing supplies.
17. Assist with safety meetings and ensure employees are familiar with the Hazard Communication Manual, MSDS sheets and PPE requirements.
18. Acquire in depth knowledge of each section of the plant as to how it operates and why it's operated the way it is.
19. Constantly be aware of new technology or ideas that may improve areas of production and/or maintenance and coordinate any necessary changes with the Plant Manager.
20. Hires, orients, trains, and evaluates. Recommends pay increases and develop associates. When necessary carries out disciplinary actions and recommends termination of employment.

21. Support the Plant Manager is conducting semi-annual and probationary performance reviews of all operations staff.
22. Maintain your designated work area clean on a regular basis.
23. Attend industry events when required and authorized by plant manager.
24. A good understanding of company policies and procedures is mandatory.
25. In conjunction with the Plant Manager, administer disciplinary action when required.
26. Participate in sanitation audits when requested.
27. Other duties as may be assigned to accomplish the safe and timely operations of the plant.

### **Qualifications**

- Excellent written and verbal communication skills
- Ability to work well with others and independently.
- Previous supervisory experience in an ethanol production facility.
- Exemplify the high standards necessary to accomplish the goals of the Company.
- Computer skills – Word, Excel and others.
- Ability to perform under urgent stressful situations.
- Exemplify the high standards necessary to accomplish the goals of the Company.

### **Education and Experience**

- High School Diploma required
- Experience in ethanol operations
- Supervisory experience
- Work experience & equivalent to 2 years experience in core essential responsibilities and duties.

### **Physical Demands**

The ability to lift and or move up to 50lbs

The ability to climb stairs and ladders

The ability to work in outside conditions and adverse weather

Walking

Standing

Sweeping

### **Working Environment**

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts.

The employee is regularly exposed to dusty conditions.

The employee is regularly exposed to high noise environments.

The employee is regularly exposed to outside weather in all conditions.

The employee will regularly be exposed to chemicals used in the process.