

Chippewa Valley Ethanol Company
Job Description

Job Title: Process Operator
Reports To: Operations Manager

SUMMARY

The Process Operator is responsible for the safe and efficient operation of grain handling, mix, liq, cook, fermentation, distillation, dehydration, evaporation, and IG processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for process operations on a shift basis utilizing the DCS system to control process flows, temperatures, pressures and levels as well as chemical and enzyme additions. Must be able to predict necessary process changes by utilizing lab data and DCS process trends.
- Responsible for communication of all necessary process changes and issues with other operators on the shift. The Process Operator acts as the constant line of communication to the control room and must promote open and effective communication.
- Responsible for effective written and verbal communication of operational and maintenance issues related to grain handling, mix, liq, cook, fermentation, distillation, dehydration, evaporation, and IG processes and all related equipment to the Shift Supervisor and other Process Operators.
- Responsible for knowledge of standard operating procedures for start-up, shutdown, routine operational changes and emergency shutdown situations for all plant processes and equipment.
- Responsible for keeping accurate shift logs.
- Must develop an intimate knowledge of all plant processes and equipment and learn how to troubleshoot process issues.
- Assists with operation of dryers, centrifuges, wet grain handling, RTO, boilers, cooling towers, air compressors and chiller when needed.
- Must become familiar with all Shift Supervisor responsibilities.
- Promotes and supports a clean and safe workplace.
- Consistently is at work and on time.
- Observes safety and security procedures, reports potentially unsafe conditions, and uses equipment and materials properly.
- Acts professionally and treats others with respect and consideration.
- Responsible for various and sundry duties as directed by manager.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

3 to 5 years Ethanol or Industrial Plant Experience

Experience with or ability to learn functions and use of computerized process control systems and their integration with the plant and applicable operator interface functions. Experience with and/or ability to learn functions and use of various other software programs.

LANGUAGE AND COMMUNICATION SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Biofuels technology ethanol certificate or ability to achieve certificate.

Ability to achieve a valid driver's License or have reliable transportation to work place.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands are as follows, climb several flights of stairs, climb ladders, lift 50 lbs, work in variable weather conditions, work on high platforms and work in confined spaces.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work in 90° F to -20° F temperatures, work on up to 80' high platforms and work in confined spaces. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Starting Wage: \$32/hr