

Chippewa Valley Ethanol Company Job Description

Job Title: Shift Supervisor
Reports To: Operations Manager

SUMMARY

The Shift Supervisor is responsible for supervising all plant operations on a shift basis to achieve operational goals. The Shift Supervisor monitors plant operations, anticipates and identifies operational constraints and appropriates company resources as needed to maintain performance.

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

- Responsible for operation of the computer control system, grain handling, mix, cook, fermentation, evaporation, distillation, boilers, dryers, RTO, GGS and loadout systems. Also responsible for all related equipment including but not limited to the centrifuges, cooling towers, water treatment, chillers, seal water system and air compressors.
- Responsible for communicating plant and personnel issues to Operations Manager.
- Responsible for communicating plant issues and necessary tasks with other Shift Supervisors during shift change.
- Responsible for training of supervised operators.
- Acts as Boiler Operator in-charge of the steam generation equipment when a 2nd class apprentice is on shift.
- Participates in addressing plant-wide issues as a member of the Shift Supervisors group.
- Participates in the daily operations meeting whenever possible and is responsible for communicating company information to the shift operators.
- Responsible for troubleshooting plant/maintenance issues and communicating issues to proper individuals when other staff assistance or consultation is necessary.
- Responsible for creating and updating all process SOPs.
- Responsible for correct lab data and documentation of Environmental reporting logs.
- Responsible for maintaining emissions control documentation.
- Provides data input to daily production reports.
- Promotes and supports a clean and safe workplace. Routinely inspects plant site for housekeeping opportunities. Is familiar with all supervised operator's housekeeping areas and performs routine inspections to ensure all tasks are being completed.
- Enforces company safety and security procedures, reports potentially unsafe conditions, and uses equipment and materials properly.
- Knows Emergency Response procedures.
- Assists Operations Manager in supervising special tasks.
- Responsible for maintaining process chemical inventory including; Ammonia, Sulfuric Acid, Caustic, Sulfamic Acid, Corrosion Inhibitor and Yeast.
- Assists where needed during process upsets.

- Consistently is at work and on time.
- Acts professionally and treats others with respect and consideration.
- Responsible for various and sundry special projects as directed by manager.

SUPERVISORY RESPONSIBILITIES

May supervise and direct the work of numerous employees. Carries out supervisory responsibilities in accordance with the company's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Maintains confidentiality and contributes to building a positive team spirit.

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

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 deal with problems involving several concrete variables in standardized situations.

Ability to apply a high level of reasoning and problem solving techniques to issues of varying degrees.

CERTIFICATES, LICENSES, REGISTRATIONS

Ability to acquire a valid drivers license and have reliable transportation to work place.

Biofuels technology certificate or ability to achieve certificate.

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: \$38/hr