

**Carbon Green BioEnergy, LLC
Position Description**

Position Title:	<u>Utility Operator</u>	Signature	
Department:	<u>Operations</u>	Date	
Rev 2 Feb 2014	Supervisory	<input type="checkbox"/>	Non-Supervisory
	Exempt	<input type="checkbox"/>	Non-Exempt
Position Title of Supervisor:	<u>Operations Supervisor</u>		

Position Summary

Utility Operators are a supporting position for the operations teams. They are responsible for the operation of the plant to ensure maximum production and quality control, by monitoring plant process and equipment. Utility Operators will work a 12-hour shift schedule 7 of every 14 days, alternating from days to nights every 6 weeks. Utility operators will also be expected to learn all areas of the plant over a short period of time; to include Distillation & Evaporation, Cook, Energy Center and Board Operations. They will also be expected to learn the process of Ethanol manufacturing and co-products and the equipment used in this process. They may also be utilized in the maintenance and material handling departments as needed. This position requires a great deal of flexibility and the ability to adapt to change.

Principal Duties/Responsibilities

I. Utility operators will work a 12 hour shift, rotating schedule.

- Ensure that processes are operated in a safe, timely and cost effective manner
- Communicate regularly with all process operators, both individually and as a group, to maintain consistent operation among the shifts. This is to include both written and verbal communication.
- Follow all plant policies and procedures. This will include Safety, Operational and Company policies.
- Ensure that the plant is clean and organized by following all housekeeping rules, schedules and guidelines.
- Will also be on an on call “as needed” basis including call-ins and vacation coverage.
- Operations team members will rotate from day shift to night shift every 6 week
- Operations teams members will work all spring and fall plant maintenance outages as well as attending mandatory safety training throughout the year in addition to regular schedule.
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II. Help Monitor and control plant operations

- Work with plant DCS & PLC control systems.
- Have basic computer skills and be familiar with windows based software.
- Responsible for the Distillation and Evaporation areas. To include, but not limited to sampling, monitoring, adjusting the process to assure proper performance and product specifications are met.

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- Responsible for all tank farm activities including transfers, truck loading and off-loading.
- Field monitor equipment and help troubleshoot plant operation issues.
- Help with the maintenance and upkeep of plant process areas and plant equipment. Report possible maintenance issues via plant CMMS system.
- The operations group will also help with the grain handling / shipping and receiving areas of the plant.

III. Participates in Quality Assurance Program.

- Communicates directly with QA lab to ensure effective participation in the implementation of QA policies and procedures.
- Samples and test process streams as required by the QA program and procedures. Work with shift supervisor to adjust and control process based on these results.
- Maintain QA records, logs and spreadsheets; as well as field readings and housekeeping records.
- Understands and interprets QA result and takes appropriate effective action when required.

IV. Participates in Plant Maintenance Program (CMMS).

- Communicates directly with the maintenance department to coordinate maintenance and repair work in process areas.
- Performs daily preventative maintenance activities as scheduled and/or directed.
- Assists maintenance technicians in performing maintenance and repairs.
- Assists with diagnosing and trouble-shooting maintenance related issues

V. Participates in safety, health and environmental programs

- Knows and understands city, county, state and federal regulations relating to process operations and works in a manner to ensure that these regulations are met at all times.
- Participates in plant safety education and training program and must follow all procedures at all times. This will include monthly, quarterly and annual training sessions.

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VI. Other.

- Implements programs and procedures required to ensure plant cleanliness.
- Monitor use and inventories of process chemicals.
- Trained and certified on the use of all company rolling stock.

VII. Minimum Job Requirements

- Preferred minimum degree from a two year degree in power/process or a Technical/vocational school; technical military background or 3 years work experience.
- Computer skills: basic knowledge of Microsoft Office products; Word, Excel, Power Point
- To perform this job successfully, an individual must have expertise and proficiency with basic office software, e.g., word processing, email, and spreadsheets.
- Must have the ability to work effectively with computerized maintenance management system.
- Effective oral and written communication skills.
- Time management skills.
- All new hired staff will be required to complete an online ethanol short course that the company provides within one year of employment.

VIII. Working environment:

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- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts
- The employee is occasionally exposed to wet or humid conditions; must be able to climb ladders and to work in high, precarious places; and outdoor weather conditions. Must be able to lift objects weighing up to 50 pounds.
- The employee may be occasionally exposed to high noise environments.