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www.mnsoy.com

Minnesota Soybean Processors

Job Description

Title: Facility Operator
Department: Operations
Reports to: Area Manager
Supervises: N/A

Revision Date: 09/23/2017

Objective: Safely, efficiently, and effectively produce soybean meal, hulls, pellets, crude oil, refined and bleached soybean oil, biodiesel, and ancillary products within required product specifications. Operators are required to cross train in all operating areas of the facility and maintain knowledge of each process flow, computerized equipment and be aware of hazards associated with the process. Collect data and track product inventory. Continuous plant operations requires 12 hour shift work. Employees must be able to adapt to 12-hour workdays and be able to meet call-in requirements.

Essential job functions

- Exhibit safe work practices as a condition of employment, discussing problems or unsafe conditions with management.
- Conduct continuous inspections of key process points, make necessary machinery and equipment adjustments, identify problems on equipment, and continually monitor equipment under your direction.
- Monitor and adjust operation using computerized and controlled systems to meet department requirements.
- Perform all types of general facility maintenance and housekeeping, including equipment inspections, repairs, and adjustments and monitoring throughout the facility.
- Gather samples of laboratory analysis as scheduled/require, and perform and record required control analyses.
- Participate in projects intended to improve efficiency and reduce operating costs.
- Maintain accurate logs of key production variables such as production volume, yield, plant uptime and utility consumption on a timely basis.
- Perform the necessary safety inspections to maintain the equipment in safe and efficient operation condition.
- Complete work in a timely, accurate and thorough manner and is conscientious about assignments.
- Coordinate work functions with fellow prep and extraction employees and other departments.
- Communicate any production problems that may occur to other Operators and/or management.
- Maintain designated housekeeping schedule to MnSP standards.
- Enter confined spaces under proper permit conditions and supervision.
- Provide vacation and sick coverage as requested.
- Complete training program and pass a written exam on operating procedures and emergency shutdown procedures as required by the Process Safety Management Committee.
- Foster a culture of safe behavior and environmental compliance at all times.
- Work in an honest and ethical manner; maintain confidentiality on all business related matters.
- Physically report to work on time at their assigned locations and is seldom absent.
- Attend various mandatory safety and department meetings.
- Maintain a team environment with other departments at all times.
- Maintain a high level of customer service and friendly atmosphere.
- Follow all company policies and procedures.



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- Other duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- Must have high school diploma or equivalent
- Self-starter, ability to work with minimal supervision with very good time management skills.
- Must be willing and able to work 12 hour shifts including: nights, weekends, and holidays
- Must have demonstrated high performance (work performance, attendance record, safety record)
- Strong written and verbal communication skills.
- Must have the ability to work well with other creating a team atmosphere
- Must possess the ability to train fellow Employees and management staff
- Basic math skills

Physical

- Ability to frequently bend, squat, climb, kneel, sit, stand, walk, handle objects, reach above shoulder level, and push/pull
- Must be able to ascend and descend stairs, ladders, etc., to work in elevated areas of the plant.
- Ability to occasionally crawl and use fine finger movements
- Ability to frequently carry/lift light to moderate loads of 25-50 lbs. and occasionally carry/lift over 50 lbs.

Working Conditions

- Exposed to excessive noise
- Works around moving machinery
- Exposed to marked changes in temperature
- Exposed to dust and fumes
- Drives motorized equipment
- Work on or around high structures
- Occasionally works in confined quarters

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.