



P.O. Box 100  
121 Zeh Avenue  
Brewster, MN 56119-0100

Phone: (507) 842-6677  
Fax: (507) 842-0086

## Minnesota Soybean Processors

### Job Description

**Title:** Refinery & Biodiesel Operator  
**Department:** Refinery/Biodiesel  
**Reports to:** Refinery/Biodiesel Manager and Refinery/Biodiesel Supervisor  
**Supervises:** N/A

**Revision Date:** 07/25/2016

### Objective:

Produce refined and bleached soybean oil from crude soybean oil and produce biodiesel within required product specifications. Operators are required to maintain knowledge of the 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.
- Perform various quality control functions on oil, biodiesel, glycerin, fatty acid, and water, visual inspection of all types of inventory, measuring physical inventory on a periodic basis and operation of lab equipment according to procedure.
- Conduct continuous inspections of key process points, make necessary machinery and equipment adjustments, identify problems on equipment, and continually monitor equipment under your direction.
- Gather samples of laboratory analysis as scheduled/require, and perform and record required control analyses.
- Ability to perform all types of general facility maintenance and housekeeping, including equipment inspections, repairs, adjustments and monitoring throughout the facility.
- Participate in projects intended for improve efficiency and reduce operating costs.
- Maintain 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
- Communicate any production problems that may occur to other Operators and/or management.
- Complete work in a timely, accurate and thorough manner and is conscientious about assignments.
- Coordinate work functions with fellow bio-refinery employees and other departments.
- Maintain designated sanitary schedule to MnSP standards
- Access storage facilities to monitor product inventories
- 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.
- 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.
- Other duties as assigned.



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### Qualifications

#### Technical

- High school diploma or equivalent
- Basic math skills
- Must have the ability to troubleshoot and identify basic maintenance problems within individual pieces of equipment
- Must possess the ability to communicate both verbally and written
- Must have the ability to work well with others creating a team like atmosphere
- Must possess the ability to train fellow employees
- Valid US drivers license

#### Physical

- Ability to frequently bend, squat, kneel, climb, sit, stand, walk, handle objects, reach above shoulder level, use fine finger movements, and push/pull
- Ability to frequently carry/lift light to heavy loads of 25-50+ lbs.

### Working Conditions

- Exposed to excessive noise
- Works around moving machinery
- Exposed to marked changes in temperature
- Exposed to dust, fumes, and gases
- 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.