



Job Description - Shift Supervisor

Job Title: Shift Supervisor

Department: Operations

Reports to: Manager of Production, Quality Control, and Logistics

1. Summary:

This role oversees and directs the activities of personnel engaged in the manufacture of biofuel products. S/he has a leadership role in all facets of biofuel production, and works with the Manager of Production, Quality Control, and Logistics to plan and schedule plant operations. This role independently, and with foresight, monitors production, quality, equipment, and the work of the operators on his/her assigned team. Finally, this position will support 'on call' as necessary 24 hours per day, every day of the year.

2. Essential Functions:

- Utilizes instructions furnished in written, oral, or diagrammatic formats to meet production goals for the shift.
- Studies schedules, and estimates time and labor to complete job assignments as efficiently and effectively as possible.
- Sets realistic goals and is able to plan plant activities independently.
- Follows an ordinary routine without supervision.
- Assists the Manager of Production, Quality Control, and Logistics with planning operations.
- Directly supervises the work performed by vendors and/or contractors as necessary.
- Operates and monitors all plant control systems and computerized equipment (Delta V).
- Makes multiple plant rounds to check equipment and troubleshoot potential processing problems. Takes appropriate corrective action.
- Monitors process operating parameters and utility infrastructure operations (i.e. boilers, water treatment, vacuum system, etc.).
- Works with Chemical Operators to assure that pressure and temperature specifications are within tolerance, and fuel batches are within standard at specified checkpoints.
- Analyzes data for potential quality issues, or mechanical malfunctions. Handles minor issues when possible; contacts the Manager of Production, Quality Control and Logistics and/or the Maintenance Supervisor when necessary.
- Recommends preventative maintenance; undertakes minor repairs when possible.
- Solves problems as they arise by evaluating the situation and reaching valid conclusions based on subjective or objective criteria, knowledge, past experiences, and factual data.
- Troubleshoots rotating and heat transfer equipment, and utility infrastructure (boilers, cooling tower, air compressors, vacuum system, water treatment, etc.)
- Leads by example with a hands-on approach.
- Supervises Operators to ensure plans are implemented.
- Provides direction appropriately.
- Monitors Operators' daily work assignments, and provides assistance when needed.



- Communicates shift change information with Operators on the team.
- Continuously provides Operators with feedback to support appropriate behavior and improve employee performance.
- Conducts and evaluates employee performance reviews.
- Ensures that Operators are following the work schedule, including regular attendance and punctuality within Company guidelines. Works with the Manager of Production, Quality Control, and Logistics to begin counseling if necessary.
- Works with the Manager of Production, Quality Control, and Logistics to provide Operators with appropriate training; ensures that Operators are in compliance with all environmental, health and safety policies and American GreenFuels objectives.
- Communicates with the appropriate personnel concerning any problems in order to track and resolve issues.
- Provides the Manager of Production, Quality Control, and Logistics with a daily summary of their shift activities.
- Works to develop and implement Standard Operating Procedures (SOPs) and create training programs for Chemical Operators.

3. **Nonessential Functions:** Assist with tasks as requested by Management.

4. **Minimum Qualifications:**

- Education Level: High school Diploma or G.E.D.
- Field of Study (if applicable): N/A
- Experience (years and *environment): 2 - 5 years
- Environment: 2+ years of supervisory experience. 3+ years' experience in a process plant environment, preferably in chemicals, biofuels or petrochemical production.

5. **Success Factors - Knowledge, Skills & Abilities:**

- Strong ability to understand instructions and underlying principles
 - Ability to implement detailed instructions.
 - Ability interpret a variety of instructions provided in written, oral, or in a diagrammatic manner.
 - Ability to handle problems that have few concrete variables and may not be in a standardized form to make simple work-related decisions.
 - Ability to troubleshoot and problem-solve under pressure/deadlines.
 - Experience with developing/documenting procedures.
 - Computer proficiency with multiple computer programs including shift notes and Delta V.
 - Aptitude in learning AGF specific programs related to areas such as quality control and analytical equipment.
 - Experience with process & equipment controls.
 - Able to read and understand piping diagrams, process and instrumentation diagrams (P&IDs) and other technical documents
 - Thorough understanding of safety requirements, and able to respond to normal hazards and take appropriate action.
 - Understanding of EPA, DOT, OSHA, and other federal and state regulations commonly associated with biodiesel manufacturing
 - Has valid/unexpired identification in accordance with form I-9 and a TWIC card.
 - Adhere to company standards of safety, neatness and cleanliness.
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- Follow a set schedule, and maintain regular attendance and punctuality within Company guidelines.



- Ability to adapt to changing situations and competing demands with flexibility.
- Experience working with distillation, filter presses, centrifuges, and batch reactors.
- Able to read, write and speak English fluently. Spanish a plus.

6. Supervisory Responsibility: Three (3) Operators

7. Physical Requirements:

- Continuously standing on concrete floor.
- Ability to distinguish colors.
- Frequent climbing, kneeling, stooping, pushing, pulling, and bending.
- Occasional sitting and use of computer.
- Occasional pushing, pulling, and/or reaching above the shoulders.
- Frequently carrying, lifting, and/or moving up to 50lbs unassisted.
- Frequently carrying, lifting, and/or moving 100 to 250lbs assisted.
- Ability to maneuver 600lbs with handcart or other device
- Repetitive hand movements with a firm grasp with the right and/or left hand.
- Ability to work outdoors in various climates and possible harsh conditions.
- Ability to manage contact/exposure to chemicals ordinarily found in a biodiesel facility.
- Ability to tolerate extended periods of physical effort.
- Must pass pulmonary testing and remain clean shaven at all times to wear respirator when job requires of in case of emergency.

8. Safety Sensitivities:

- Ability to manage contact/exposure to chemicals ordinarily found in a biodiesel facility.
- Responsible for operation of powered industrial equipment.
- Responsible for maintenance of valves, piping and equipment controlling and regulating the flow of materials and chemical constituents throughout the production system to ensure efficient and safe production.