

Biodiesel Consolidated Job Description

Name:		Department:	
Title:	(Plant) Mgr of Biodiesel Operations	FLSA:	Exempt
Date:	July 2007	Reports To:	Vice President of Operations

PURPOSE OF POSITION

Manages all activities related to Biodiesel operations and development of company products by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Manages Biodiesel operations

Attains applicable metrics such as production, quality, safety, shipping, and budgets

Develops a self-directed workforce

Complies with company, federal and state regulations

Ensures that employees receive safety training and work safely

Assists in developing and implementing yearly budget

Arrives at work and scheduled appointments on time and ensures that work responsibilities are covered when absent.

Works safely at all times and participates in safety training

Other duties as assigned

SUPERVISORY RESPONSIBILITIES

Manages subordinate supervisors who supervise a total of 30-50 employees. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions.

Technical Skills - Pursues training and development opportunities; Shares expertise with others.

Customer Service - Responds promptly to customer needs; Meets commitments.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions.

Written Communication - Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Puts success of team above own interests; Able to build morale and group commitments to goals and objectives.

Visionary Leadership - Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Leadership - Inspires and motivates others to perform well; Gives appropriate recognition to others.

Managing People - Makes self available to staff; Fosters quality focus in others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Displays orientation to profitability; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

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

Bachelor's degree (B. A.) in Management, Business or Engineering from four-year college or university; and four to ten years related experience and/or training; or equivalent combination of education and experience. Experience with Lean Manufacturing principles and SPC, ISO, BQ or TS preferred.

LANGUAGE ABILITY

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 groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COGNITIVE DEMANDS

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of internet usage and navigation, Microsoft Windows, Microsoft Excel or Lotus 1-2-3 Spreadsheet software, Power Point or Harvard Graphics software and Microsoft Word or Word Perfect Word Processing software.

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.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and climb or balance. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

ENVIRONMENTAL ADAPTABILITY

While performing the duties of this Job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate to loud. This position may occasionally require that an employee wear personal protective equipment such as a helmet, safety glasses, safety shoes, gloves or a respirator.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Biodiesel Consolidated reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Biodiesel Consolidated I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and Biodiesel Consolidated has a similar right.

Employee's Signature

Date

Supervisor

Date

Biodiesel Consolidated is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Biodiesel Consolidated will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with Biodiesel Consolidated.