

Biodiesel Consolidated Job Description

Name:		Department:	
Title:	Biodiesel Supervisor	FLSA:	Non-Exempt
Date:	March 2008	Reports To:	Manager of Biodiesel Operations

PURPOSE OF POSITION

Directs biodiesel manufacturing and wholesale/retail operations by performing the following duties.

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.

Directs financial, risk, and procurement

Conducts tests to determine the quality of product separation

Performs light maintenance as appropriate

Performs quality control tests on product streams

Reviews production orders or schedules to ascertain product data such as types, quantities, and specifications of products and scheduled delivery dates in order to plan department operations.

Plans production operations, establishing priorities and sequences for manufacturing products.

Prepares operational schedules and coordinates manufacturing activities to ensure production and quality of products meets specifications.

Reviews production and operating reports and resolves operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays.

Inspects machines and equipment to ensure specific operational performance and optimum utilization.

Learns and operates all plant processes

Able to work any 12-hour shift on weekdays, weekends or holidays

Works safely at all times and participates in safety training

Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 to 12 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 - Identifies and resolves problems in a timely manner; Uses reason even when dealing with emotional topics.

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

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification.

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 - Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Makes self available to staff; Continually works to improve supervisory skills.

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.

Quantity - Meets productivity standards; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines.

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

Associate's degree (A.A.), Bachelor's degree (B.A.) or equivalent, preferably in business, management or engineering, and two to four years related experience and/or training; or equivalent combination of education and experience.

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 Microsoft Windows, Microsoft Excel or Lotus 1-2-3 Spreadsheet software and Microsoft Word or WordPerfect 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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include depth perception and ability to adjust focus.

ENVIRONMENTAL ADAPTABILITY

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate to loud. This position may 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.