

Biodiesel Consolidated Job Description

Name:		Department:	
Title:	Vice President of Operations	FLSA:	Exempt
Date:	May 2009	Reports To:	President & CEO

PURPOSE OF POSITION

Manages all activities related to operations of facilities 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 all manufacturing and wholesale/retail operations

Manages BioDiesel and Bio-Products operations

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

Complies with company, federal and state regulations

Ensures that employees receive safety training and work safely

Assists in developing and implementing yearly budget

Develops and maintains manufacturing operations business plans to include all program requirements, labor hours, cycle, production costs, and image.

Provides input to the development of product strategy and research and development of new and emerging products.

Establishes production and quality control standards, develops budget and cost controls, and obtains data regarding types, quantities, specifications, and delivery dates of products ordered.

Provides guidance to the development of a manufacturing process plan, including personnel requirements, material needs, subcontract requirements, facility needs, and tooling and equipment needs.

Ensures all established costs, quality, and delivery commitments are met.

Reviews production and operating reports and directs the resolution of operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays.

Trains and ensures all assigned employees are aware of and comply with company, government, and customer policies, procedures, and regulations.

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

Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

Manages 2-7 subordinate managers who direct and supervise manufacturing facilities in Biodiesel and/or Bio-Products operations. Is responsible for the overall direction, coordination, and evaluation of these units. 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 - Synthesizes complex or diverse information; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Oral Communication - Listens and gets clarification; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively.

Teamwork - Balances team and individual responsibilities; Puts success of team above own interests.

Visionary Leadership - Inspires respect and trust; Mobilizes others to fulfill the vision.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Improves processes, products and services..

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

Business Acumen - Understands business implications of decisions; Displays orientation to profitability.

Cost Consciousness - Develops and implements cost saving measures; Contributes to profits and revenue .

Diversity - Demonstrates knowledge of EEO policy; Builds a diverse workforce.

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

Master's degree (M. A.) or equivalent, preferably in management, business or engineering 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.

CERTIFICATES AND LICENSES

Must maintain a valid drivers license and have an operational personal vehicle with current auto insurance; or the ability to rent and operate a vehicle for travel when required.

BUSINESS TRAVEL

Must be able to travel on business 25%-40%.

LANGUAGE ABILITY

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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 presentation software, Mini-Tab or other statistical 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. The employee must frequently lift

and/or move up to 28 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 frequently 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.