



Director of Operations

Reports To: Chief Executive Officer
FLSA Status: Exempt
Department: Management

JOB RESPONSIBILITIES:

The Director of Operations will oversee production management in Glacial Lakes Energy affiliated facilities and is responsible for identifying, developing and managing process improvement methodologies and facilitates the definition of new and/or improved operational processes within GLE to meet new business goals and objectives.

ESSENTIAL JOB FUNCTIONS

- Work with and supervise the Plant Managers and the Director of Project Management to maximize efficiency among all facilities by ensuring proper operational practices are followed, finding opportunities for cooperation among plants and facilitating the necessary communication, ensuring an atmosphere of teamwork among the plants, and facilitating the communication of research, development, and experience.
- Other areas of focus include the design and implementation of key processing systems to achieve performance targets in the areas of Safety, Quality, Downtime, Productivity and Cost Control.
- Utilize technical expertise and leadership skills to identify, initiate and implement significant process improvement activities such as enhancing systems and processes of GLE's bio-refineries with a focus on improving per bushel yield and energy efficiency, researching alternative feedstock for ethanol production, and developing improvements to the production process beyond today's technology.
- Apply process mapping methodologies: Mapping the as-is and end-state processes is key in communicating low and high-value added activities to the business, and helps the organization identify process improvements. This includes implementing the necessary system based training so that continuous improvement principles are embraced throughout the organization.
- Keep abreast of operational issues in all operational facilities keeping the CEO aware of any areas of interest. Correcting where possible any problems or issues.
- Ensure that all plant policies are implemented and followed as consistently as possible across all plant facilities. Strive to minimize variation where possible.
- Direct the research and development work of the GLE associated plants to ensure cooperative research and ensure that unnecessary duplication of efforts does not occur.
- Ensure the minimization of downtime through efforts of planning and the shared use of human resources.
- Approve capital and expense requests of operational departments in all GLE associated plants within limits defined by the CEO.
- Work with and direct plant personnel on purchasing to maximize cost minimization to all plants in equitable manner – this would include setting up contracts or shared bulk purchasing.
- Complete any and all tasks assigned by CEO

EXPECTATIONS

- Actively promote GLE's Vision, Mission, Values and Guiding Principles with team members, outside vendors, and customers.
- Insure that all city, county, state and federal regulations are being met at all times.
- Maintain and enforce all safety programs and procedures.
- Work with all the plants on budget preparation and plant cost control measures.
- Effectively communicate with Management team and other departments to keep them informed and resolve issues related to operations and process improvement projects.
- Maintain a high level of customer service and friendly atmosphere.
- Promote GLE in the community.
- Maintain a team environment with all other plant departments

KNOWLEDGE AND SKILLS:

Experience:

- Minimum of 10 years overall work experience in operations management in chemical production, manufacturing, or other related organizations. Experience in the bio-fuels industry highly preferred.
- 5-7 years of overall work experience in process improvement capacity in chemical production, manufacturing, or other related organizations. This includes process analysis, improvement and design and project management experience, preferably with infrastructure implementation or consulting.
- Ability to effectively manage projects and balance multiple priorities in a fast-paced environment
- Must have strong verbal, written, and presentation skills. The incumbent must be able to communicate complex issues and concepts simply in order to gain understanding, buy-in and support from all levels within the organization.

Education: Bachelor's degree in an Engineering discipline (Chemical, Mechanical, Electrical or Industrial), Business or related field required. Graduate degree preferred.

Interpersonal:

- Must be able to build, maintain and contribute to a team environment.
- Is willing to lead by example and demonstrate servant-leadership.
- Is willing to resolve problems in a respectful manner.
- Individual desires to promote the collective interests of the team more than self-interest.

Skills:

- Logical, analytical, organized thinker willing to question the status quo.
- Extensive knowledge of large project management practices and associated project management tools.
- Good people management skills and excellent overall business managerial skills.
- Excellent business acumen and global perspective of the industry.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Must be able to manage confined space entry, climb ladders and steps and lift a minimum of 50 lbs.
- Must be able to adapt to outside work environments which could include cold, heat, wind, rain, snow and slippery surfaces. Individual will be exposed to high noise levels.
- Data entry while seated for greater than one (1) hour.