



# Plant Manager

**Reports To:** Director of Operations  
**FLSA Status:** Exempt  
**Department:** Production

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

## JOB RESPONSIBILITIES

Plant Managers are responsible for all aspects of the ethanol plant operation, including production, maintenance, shipping and receiving and quality control. Responsibilities include plant optimization to ensure maximum production, quantity and quality. The Plant Manager oversees all plant operations and production by working directly with and providing leadership to managers in the following departments: Production, Maintenance, Lab and Grains. Employment for this position is conditioned upon successfully passing certain pre-employment requirements.

## ESSENTIAL JOB FUNCTIONS

- Accountable for all plant operations, maintenance and production goals
- Ultimately responsible for performance management of all employees. This will include: performance reviews, goal-setting, production goals, disciplinary action, career development and succession planning
- Develops direct reports through teamwork, coaching and innovation
- Working through the Production Manager, Maintenance Manager, Lab Manager and Grains Manager, the Plant Manager is responsible for quality control on shift by emphasizing safe work practices and a team atmosphere to obtain desired production and working conditions
- Responsible for cost control and efficiency initiatives relating to the plant operations
- Works directly with Lab Manager for the quality control, samples and tests of products, process and utilities. Coordinate lab analysis and recommendations with operations
- Daily requirements include analyzing trends to predict production outcomes, inventory of chemicals, recruitment and retention of staff, and maintaining close interaction with the Production Manager, Maintenance Manager, Lab Manager and the Grains Manager
- Maintains existing plant facilities and equipment, replacing or making adjustments to plant facilities and equipment when necessary
- Critical skills include leadership of management team, safety practices, instrumentation, automated plant operations programs and a strong understanding of the biological and chemical reactions required to produce bio-fuels
- Consistent attendance and is seldom absent from work. Is responsible for 24-hour operation and expected to respond to developing conditions and crisis situations when necessary
- Actively promote GLE's vision, mission, and values with employees, outside vendors, and customers
- Present capital request justifications to the Director of Operations
- Communicate production performance to and carry out all directives from the Director of Operations
- Effectively communicate with management team and other departments to keep them informed and resolve issues
- Meet with various vendors that supply production related products
- Uses good judgment in advising activities and operating parameters for shifts and lab operations
- Establishes policies and procedures required to ensure plant cleanliness
- Participates in maintenance planning to determine and plan required projects, status of ongoing projects, and scheduling of future projects

- Safe work practices are a condition of employment. Report any safety issue or problem to your supervisor and safety coordinator immediately
- Oversight of all plant operations and production for a bio-fuels production facility
- Maintain a high level of customer service and friendly atmosphere
- Focus on continuous improvement in all aspects of the job
- Maintain a team environment with all other plant departments
- Other duties as assigned.

#### **EDUCATION/EXPERIENCE/COMPETENCIES**

- Bachelor's degree or greater in related field highly desired
- Minimum of five years experience in a processing plant environment, with an emphasis on strategic oversight of biological and chemical processes
- Five (5) or more years' management experience in an operating processing plant environment
- Knowledge of Word, Excel and Outlook and the ability to learn and use new software applications
- 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
- Must be a self-starter, highly organized; able to work well within all levels of the organization
- Has technical expertise in functional area
- Excellent organizational skills, communication skills, the ability to multi-task and work well as a team
- Good people management skills and overall business managerial skills
- Good business acumen and global perspective of the industry
- Must be able to communicate clearly in English

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

- This position is largely self-directed and requires understanding of company policy, procedures and values.
- 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

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