

Job Description

Position Title:	Assistant Plant Manager
Relationships:	
Reports To	Plant Manager
Subordinate staff	Plant Production Personnel / Shift Supervisors / Production Supervisors
Other internal contacts	Department Managers Maintenance personnel Lab personnel Engineering personnel
Work Environment:	Work in a plant and office environment with exposure to dust, noise and fumes.
Summary of Responsibilities:	<ul style="list-style-type: none"> • Responsible for assisting the Plant Manager in the optimal production of quality Biodiesel fuel. • Responsible for assisting the Plant Manager in ensuring the timely production of quality products meeting capacity and demand goals to support customer requirements. • Responsible for assisting the Plant Manager in reviewing and receiving approval from the COO for planning and implementing actions both strategic and any activities that have impact on production, those involved in optimizing the production activity, interacting with quality, engineering and safety along with helping the supervisors make good data driven decisions. • Responsible for assisting the Plant Manager in identifying and implementing initiatives related to the production of biodiesel that is directly related to the profitable growth of the business. • Serves as an aide to the Plant Manager for special initiatives that reflect improvements or change in current products process or market thrusts for profitable growth.
Responsibilities:	<p><u>Production</u></p> <ul style="list-style-type: none"> • Responsible for assisting the Plant Manager in meeting daily production targets of quality Biodiesel and associated by products as defined by the capacity planning and production budget <p><u>Financial</u></p> <ul style="list-style-type: none"> • Responsible for assisting the Plant Manager in in defining, implementing and managing the production budget • Responsible for assisting the Plant Manager in managing the production operation costs within the budget provided • Responsible for assisting the Plant Manager in identifying risks and opportunities to the COO for efficient operational management costs in the production function • Responsible for assisting the Plant Manager in establishing and

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	<p>managing all consumable budgets associated with the production of biodiesel</p> <ul style="list-style-type: none"> • Responsible for assisting the Plant Manager in managing all spare parts budget and inventory • Continuously provides feedback to the Plant Manager on cost improvement opportunities in production and production support <p><u>Quality</u></p> <ul style="list-style-type: none"> • Assists the Plant Manager in ensuring that products and processes conform to the requirements of the quality vision of the business as established by the COO • Assists the Plant Manager in ensuring that practice and implementation of all expected quality and safety initiatives are in place and practiced • Assists the Plant Manager in supporting and implementing all approved improvement programs by assuming ownership and ensuring performance to set goals. • Assists the Plant Manager in maintaining all data associated with production, quantity, quality, rework and waste and customer complaints <p><u>Maintenance</u></p> <ul style="list-style-type: none"> • Assists the Plant Manager in managing all preventive and emergency maintenance functions to ensure no stop in production • Assists the Plant Manager in managing the maintenance function to ensure that all components and accessories that are used in the production of biodiesel are 100% available and functioning to support production • Assists the Plant Manager in managing and maintaining adequate spare parts inventory using validated data based forecasts for JIT support of all equipment associated with production <p><u>Communications</u></p> <ul style="list-style-type: none"> • Communicates orally and written with peers and Plant Manager and subordinates ensuring open understanding of expectations and results, performance and issues • Responsible for all management reporting of information and metrics to ensure all KPIs are on track and meeting agreed on targets. • Responsible for generating production reports with details as required by the COO for clear analysis of production performance and support <p><u>Management & supervision</u></p> <ul style="list-style-type: none"> • Manages all supervisors and employees associated with production and support • Responsible for assisting the Plant Manager in defining the
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	<p>production organization required for supporting the production of biodiesel</p> <ul style="list-style-type: none"> • Responsible for assisting the Plant Manager in hiring and terminating of employees associated with the production of biodiesel with the approval of the COO • Responsible for assisting the Plant Manager in training and developing of employees in production to ensure that they follow all protocols for producing quality biodiesel
Job Specific Knowledge & Skills Required :	<ul style="list-style-type: none"> • Bachelor’s degree in Engineering; preferably Chemical, or Mechanical MBA very helpful. At least 5 years’ experience in production environment, preferably in a chemical manufacturing facility • 5+ year experience in a bio fuel industry is required • 5+ year of proven production management experience required • Knowledge of use and application of computers for data analysis, communication and report writing essential.
Management Skills Required:	<ul style="list-style-type: none"> • Excellent interpersonal, organization, written and oral communication skills essential. • The ability to interface; work with people at all levels essential. • Ability to recruit, train, and motivate personnel. • Self-motivated, good leadership skills essential
Special Skills:	<ul style="list-style-type: none"> • Proven ability to interpret and direct, control, or plan activities of operators. • Demonstrated ability to evaluate multiple inputs simultaneously. • Ability to deal with people on all levels and maintain positive interpersonal relationships. • Demonstrated ability to make judgments and decisions. • Must be self-motivated and a self-starter. • Willingness to take responsibility and associated accountability.
Skills required for Equipment Use:	<ul style="list-style-type: none"> • Proven ability to interpret and direct, control, or plan activities of operators. • Demonstrated ability to evaluate multiple inputs simultaneously. • Ability to deal with people on all levels and maintain positive interpersonal relationships. • Demonstrated ability to make judgments and decisions. • Must be self-motivated and a self-starter. • Willingness to take responsibility and associated accountability.
Key Performance Metrics :	<ul style="list-style-type: none"> • Knowledge of all facets of the production process. • Consistently meeting production targets. <ul style="list-style-type: none"> ○ Yields ○ Up time ○ Quality • Other measurements as may be set and agreed on by Plant Management.

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	<ul style="list-style-type: none">• Peers view of ability to work as a team member.• Thorough communication of Plant status.
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Acknowledgement

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand Global Alternative Fuels has the right to change this job description at any time. ***I understand, and am fully aware, that this job description does not constitute an employment contract or a guarantee of continued employment—even if I satisfactorily meet all performance measures. Further, I understand the Assistant Plant Manager position is classified as an Exempt (salary) position.***

(Please Print and Sign Name.)

Print Name

Signature

Date