



## Job Description

<b>Position Title:</b>	Plant Manager
<b>Relationships:</b>	
<b>Reports To</b>	Chief Operating Officer
<b>Subordinate staff</b>	Asst. Plant Manager/ Shift Leaders / Plant Production Personnel/ Lab Compliance Manager/ Lab Personnel
<b>Other internal contacts</b>	Department Managers Maintenance Manager/personnel, Engineering personnel Compliance Manager
<b>Work Environment:</b>	Work in a plant and office environment with exposure to oil, dust, noise and fumes.
<b>Summary of Responsibilities:</b>	<p>The Plant Manager of Rio Valley Biofuels, LLC/Global Alternative Fuels LLC, is responsible for the optimal production of quality Biodiesel fuel. In this position the individual is responsible and held accountable for ensuring the timely production of quality products meeting capacity and demand goals to support customer requirements. In this role, the plant manager will review and receive approval from the COO for planning and implementing actions both strategic and any activities that have an impact on production. The driving responsibilities can be summarized as those involved in optimizing the production activity, interacting with quality, engineering and safety along with helping the subordinates make good data driven decisions.</p> <p>The Plant Manager is responsible for identifying and implementing initiatives related to the production of biodiesel that is directly related to the profitable growth of the business. The Plant Manager will also serve as an aide to the COO for special initiatives that reflect improvements or change in current products process or market thrusts for profitable growth.</p>
<b>Responsibilities:</b>	<p><u>Production</u></p> <ul style="list-style-type: none"> <li>Responsible for meeting daily production targets of quality BQ-9000 Biodiesel and associated by products as defined by the capacity planning and production budget</li> </ul> <p><u>Financial</u></p> <ul style="list-style-type: none"> <li>Supports the COO in defining, implementing and managing the production budget</li> <li>Manages the production operation costs within the budget provided</li> <li>Identifies risks and opportunities to the COO for efficient operational management costs in the production function</li> <li>Establishes and manages all consumable budgets associated with the production of biodiesel</li> <li>Manages all spares parts budget and inventory</li> <li>Continuously provides feedback to COO on cost improvement opportunities in production and production support</li> </ul>



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	<p><u>Quality</u></p> <ul style="list-style-type: none"> <li>• Ensures that products and processes conform to the requirements of the quality vision of the business as established by the COO and the BQ9000 quality standard</li> <li>• Ensures that practice and implementation of all expected quality and safety initiatives are in place and practiced</li> <li>• Supports and implements all approved improvement programs with assuming ownership and ensuring performance to set goals</li> <li>• Maintains all data associated with production, quantity, quality, rework and waste and customer complaints</li> </ul> <p><u>Maintenance</u></p> <ul style="list-style-type: none"> <li>• Manages all preventive and emergency maintenance functions to ensure no stop in production</li> <li>• Manages 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</li> <li>• Manages and maintains adequate spare parts inventory using validated data based forecasts for JIT support of all equipment associated with production</li> </ul> <p><u>Communications</u></p> <ul style="list-style-type: none"> <li>• Communicates orally and written with peers and COO and subordinates ensuring open understanding of expectations and results, performance and issues</li> <li>• Responsible for all management reporting of information and metrics to ensure all KPIs are on track and meeting agreed on targets.</li> <li>• Responsible for generating production reports with details as required by the COO for clear analysis of production performance and support</li> </ul> <p><u>Management &amp; supervision</u></p> <ul style="list-style-type: none"> <li>• Manages all supervisors and employees associated with production and support</li> <li>• Responsible for defining the production organization required for supporting the production of biodiesel</li> <li>• Responsible for hiring and terminating of employees associated with the production of biodiesel with the approval of the COO</li> <li>• Responsible for training and developing of employees in production to ensure that they follow all protocols for producing quality biodiesel</li> </ul>



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<b>Job Specific Knowledge &amp; Skills Required :</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 5+ year experience in a bio fuel industry is preferred</li> <li>• 5+ year of proven production management experience required</li> <li>• Strong knowledge of Microsoft Office Suite required</li> <li>• Knowledge of use and application of computers for data analysis, communication and report writing essential.</li> </ul>
<b>Management Skills Required:</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, organization, written and oral communication skills essential.</li> <li>• The ability to interface; work with people at all levels essential.</li> <li>• Ability to recruit, train, and motivate personnel.</li> <li>• Self-motivated, good leadership skills essential</li> </ul>
<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>• Proven ability to interpret and direct, control, or plan activities of operators.</li> <li>• Demonstrated ability to evaluate multiple inputs simultaneously.</li> <li>• Ability to deal with people on all levels and maintain positive interpersonal relationships.</li> <li>• Demonstrated ability to make judgments and decisions.</li> <li>• Must be self-motivated and a self-starter.</li> <li>• Willingness to take responsibility and associated accountability.</li> </ul>
<b>Skills required for Equipment Use:</b>	<ul style="list-style-type: none"> <li>• Proven ability to interpret and direct, control, or plan activities of operators.</li> <li>• Demonstrated ability to evaluate multiple inputs simultaneously.</li> <li>• Ability to deal with people on all levels and maintain positive interpersonal relationships.</li> <li>• Demonstrated ability to make judgments and decisions.</li> <li>• Must be self-motivated and a self-starter.</li> <li>• Willingness to take responsibility and associated accountability.</li> </ul>
<b>Key Performance Metrics :</b>	<ul style="list-style-type: none"> <li>• Knowledge of all facets of the production process.</li> <li>• Consistently meeting production targets.               <ul style="list-style-type: none"> <li>○ Yields</li> <li>○ Up time</li> <li>○ Quality</li> </ul> </li> <li>• Other measurements as may be set and agreed on by Plant Management.</li> <li>• Peers view of ability to work as a team member.</li> <li>• Thorough communication of Plant status.</li> </ul>



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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 Plant Manager Rev. 4/28/2017 position is classified as an Exempt (salary) position.***

**(Please Print and Sign Name.)**

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Print Name

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Signature

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Date