



## **JOB DESCRIPTION**

Job Title: **Lead Operator**  
Reports to: Plant Manager

Rev Date: 06/2018  
Area: Main Plant  
Prepared by: K Basehore

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**A. General Activity:** Summarize briefly the position's primary duties and responsibilities.

The Lead Operator takes direction from the Plant Manager, or designee. The Lead Operator is responsible for the daily functioning of the Main Plant. As such, they have primary responsibility for the safety and productivity of the employees on their shift. The Lead Operator is responsible for managing the shift to achieve daily and weekly goals, as set forth by management.

**B. Essential Functions:** List the essential functions of the position in order of importance and the percentage of time you spend on each function.

*Safety*

- Wear eye protection at all times
- Wear steel toe shoes at all times
- Perform job functions in a safe manner

*Production*

- Maintain current training and functionality on all Process Operator and A Operator duties
- Manage the shift in such a way to produce first quality salt, safely, on time and to a rate set forth by management
- Ensure adherence to Company personnel policies and a cohesive work team atmosphere across all shifts.
- Interface with Engineering, Maintenance and Management on changes occurring within the plant
- Ensure that the appropriate paperwork is completed at the end of each shift
- Perform administrative tasks as defined by the Plant Manager, or designee
- Assist with audits, as needed
- Notify management of deviations from process norms
- Ensure the salt is produced in accordance with the production schedule, and meets customer requirements
- Accurately report production levels to Management
- Interface with Quality Assurance on the correction of failures against the plant quality system
- Work with maintenance to perform routine, preventative or predictive maintenance on all areas of the plant
- Other tasks, as defined by the Plant Manager, or designee

**C. Special Knowledge, Skills and Training:** List the special knowledge, skills, and training, (supervisor, written/verbal communication, spreadsheet/computer, negotiation, and certification) required to perform the job.

- Basic understanding of cGMP and cGDP requirements
- Forklift certification
- Basic mechanical aptitude/trouble shooting skills
- Ability to lift 55-pound bags of salt
- Ability to climb ladders, and work at on an elevated platform
- Ability to stand/walk for the majority of the shift
- Ability to work in hot, summer environments, and cold, winter environments
- Ability to work around steam, hot liquids, and acidic liquids safely

**D. Education (minimum requirements/equivalent):**

- High school diploma or GED, preferred is Associates' Degree or further training in manufacturing discipline and relevant work experience.

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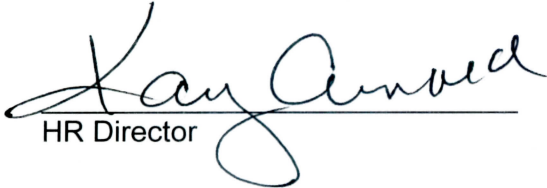
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**E. Organization:** Chart the organization in which this position is located. Fill in the position's title, title of the immediate supervisor, title of the next higher level of management above the supervisor, peer positions, and titles of persons reporting to the position described (subordinate positions).

Next Level:	VP Operations
Next Level:	Production Manager
Incumbent:	Lead Operator

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**Human Resources use only:**

  
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HR Director

Date: 7/12/18