



JOB DESCRIPTION

Job Title: **Process Operator**
Reports to: **Lead Operator**

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

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

The Process Operator takes direction from the Lead Operator, or designee on shift to shift basis, with general oversight of the Production Manager. Generally, the Process Operator is responsible for the smooth, continuous operation of the liquid side of the plant. This includes, but is not limited to, the digesters, crystallizers, storage areas, and to a lesser extent, filter presses.

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 Material Handler duties
- Monitor and adjust digesters for optimal performance
- Monitor and adjust crystallizers for optimal performance
- Assist the Material Handler with running and cleaning the filter presses
- Reprocess salt, as needed
- Manage mud, brine and liquor tank levels
- Perform process level trouble shooting
- Keep the liquid side of the plant clean and safe
- Check percent solids in the discharge feed to the centrifuges
- Manage the production rate, as needed by the Lead Operator
- Other tasks, as defined by the Lead Operator, 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 while wearing an acid resistant suit
- 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

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:	Process Operator

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Human Resources use only:



HR Director

Date: 7/12/18