

Facilities Manager

MISSION:: Meet target volumes of quality biodiesel production while maintaining the facility in a safe and efficient order, and effectively communicating status and support needs to the Operations and General Managers.

POSITION GOALS:: Manage and maintain the production facilities site and equipment in working order to enable process integrity while maximizing high quality production output

% of time	
70%	<p>Facilities Management: The primary responsibility of the Facilities Manager is to facilitate and ensure meeting target volumes of quality biodiesel production are met by performing preventive, scheduled and as needed maintenance to keep the plant running 24/7 in a safe manner. This includes but is not limited to the following:</p> <ul style="list-style-type: none"> • Maintaining a critical spare parts inventory to limit/ eliminate process down time from breakdowns • Perform regular scheduled service to production equipment such as boilers, evaporators, pumps and cooling tower • Perform safety audits and respond to safety concerns on process equipment
30%	<p>Administrative Responsibilities: The Process Manager is responsible for assisting in the assimilation and analysis of information and communications systems vital to the process and quality flow of the Production facility.</p> <ul style="list-style-type: none"> • Maintain facilities reports and spreadsheets in good working order • Compile weekly and month's end reports highlighting maintenance needs and requirements • Working with Operations and General Mangers to develop production facility maintenance plan and schedule while prioritizing a safe work place, maximum production capacity and efficiency • Creating and managing maintenance budget, managing expenses and vender sourcing and relationships

Qualifications.

Experience and ability:

- 7+ years facilities management experience in a production/manufacturing facility
- Experience managing a budget
- Experience with program control logics and variable frequency drives
- Experience in fluid management
- Mechanical ability (repair and maintenance; rebuild pumps)
- Must have general understanding of processing equipment (valves, pipes, pumps, boiler. etc.)
- Able to operate a forklift.

A successful candidate will have:

- Passion for Biofuels and sustainability
- Skills with MS applications such as excel, word, ppt, visio etc.
- Proven ability to work as a motivated self starter
- Ability to work as part of a team; good interpersonal and problem solving skills; customer service oriented; organized and responsive;
- Good oral and written communication skills.

PHYSICAL DEMANDS:

1. Sit: Sits during break periods and while operating the forklift.
2. Stand: Stands during material transfer.
3. Climb: Climbs stairs and ladders from 5' to 10'.
4. Walk: Walks approximately 1 mile a day.
5. Lift/Carry: Lifts and carries 55-pound bags of potash plus operation of hoses on vacuum truck.
6. Push/Pull: Dragging hoses from vac truck, and fuel trucks.
7. Bends/Twist: Bends and twist while carrying 50-pound bags of potash.
8. Use of Upper Extremities: During all maintenance and operational duties.
9. Use of Lower Extremities: During all maintenance and operational duties

WORK ENVIRONMENT:

1. Ability to work for long period outdoors in ambient temperature and precipitation extremes typical of Oregon climate.
2. Absence of pulmonary, cardiovascular, or psychological disorder or anatomic characteristic which will interfere with the ability to wear a respirator.
3. Ability to wear protective equipment on the head, face, hands, and feet, including a welding helmet, in accordance with safety requirements.
4. Ability to work in varying noise levels and to wear hearing protection as required.

WORK SCHEDULE:

This is a Salaried position and ability to work 40 hours per week, weekends and overtime as needed.

I acknowledge that I have read, understand and agree to comply with the essential functions of this position.

Employee's Signature

Date

The above information on this Job Description indicates the general nature and level of work performed by an employee in this classification. Management has the right to add, to revise, or delete information as required. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

PRE-SCREEN QUESTIONNAIRE

Please answer the following questions as concisely and directly as you are able. We would like to understand your relevant and applicable experience in your own words. Please use a separate word document for your answers.

1. Please explain why you would be a good fit for this position?
2. What is Biodiesel and how is it made?
3. Describe your recent experience in a facilities management position?
4. Please describe your experience working with process equipment?
5. Have you ever worked in a rapidly growing business environment and if so please describe the situation?
6. Describe your leadership experience and style?
7. Please describe the extent of your safety training?
8. Describe one of your most advanced uses of Excel.
9. How many hours per week would you like to work? What pay range?
10. Do you consider yourself to be mechanically inclined? If so please explain why?
11. Please describe your experience with program control logics and variable frequency drives
12. Please describe your experience with boiler maintenance, repair and tuning
13. Please describe your experience with critical spare parts inventory programs
14. Please describe your experience with maintenance programs
15. Please describe your experience with vendor sourcing and purchasing
- 16.
17. Have you ever worked in a 24/7 facility?
18. Do you have experience with fluid and chemical transfers?
19. Please provide the names and contact information for 3 references.

APPLICATION FOR EMPLOYMENT

Date: _____ For what position are you applying? _____ Do you prefer: Full Part
Time Work?

Last Name	First	Middle
Address (Number, City, State, Zip)		Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please provide work permit)
Home Phone: (_____) _____	Do you have the legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof will be required upon employment)	
Business Phone: (_____) _____		

GENERAL INFORMATION

Can you fulfill the job duties and responsibilities of the position for which you are applying as they have been described to you, with or without a "reasonable" accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available for the work hours required of the position for which you are applying?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can your vacations be arranged at the employer's convenience? If no, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
What interests you about working for SeQuential Pacific Biodiesel LLC?	
We are a drug and alcohol free workplace. Use of alcohol, tobacco products, or illegal substances is not acceptable on SeQuential-Pacific property. <input type="checkbox"/> I acknowledge and will abide by these statements.	
Have you ever been convicted of a crime other than a traffic violation? If yes, please explain: (Note: A conviction does not necessarily bar employment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date available to start?	
Salary requirements: \$ _____ /hour \$ _____ /day \$ _____ /month	
Benefit requirements:	
Please check your availability to work: Days <input type="checkbox"/> Evenings <input type="checkbox"/> # of Days/wk _____ # of Hrs/wk _____ Hours from _____ to _____.	
Circle the days of the week you will NOT be available to work: Mon Tue Wed Th Fri Sat Sun	

EDUCATION

	Name of School and Address	Graduated	# of Years	Course or Major
High School		Y / N		
College		Y / N		
Post Graduate		Y / N		
Special Courses or Training		Y / N Y / N		

CERTIFICATES OR LICENSES

Type of License	Certificate / License #	Date earned	State in which issued	Current through (date)

EMPLOYMENT / WORK EXPERIENCE

List the last 5 years, including periods of self-employment or unemployment. Answer all questions here and throughout this employment application—**do not substitute with a resume**. List present or most recent position first. Attach additional pages if needed.

Name of employer:	Address (Number, City, State, Zip):	Phone:
Employed: From and To (Month and Year)	Position(s) Held:	Supervisor's Name and Title:
Average # of hours worked per week:	Rate of Pay: Starting and Ending	Last name at time of employment:
Describe your duties:		
Give specific reason(s) for leaving:		
May we contact this employer? Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]		

Name of employer:	Address (Number, City, State, Zip):	Phone:
Employed: From and To (Month and Year)	Position(s) Held:	Supervisor's Name and Title:
Average # of hours worked per week:	Rate of Pay: Starting and Ending	Last name at time of employment:
Describe your duties:		
Give specific reason(s) for leaving:		
May we contact this employer? Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]		

Name of employer:	Address (Number, City, State, Zip):	Phone:
Employed: From and To (Month and Year)	Position(s) Held:	Supervisor's Name and Title:
Average # of hours worked per week:	Rate of Pay: Starting and Ending	Last name at time of employment:
Describe your duties:		
Give specific reason(s) for leaving:		
May we contact this employer Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]		

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PLEASE READ THE FOLLOWING AND SIGN BELOW

GENERAL AGREEMENT

If hired, I will provide legal proof of identity and authority to work in the United States. I agree to conform to the rules and standards of the business, as amended from time to time at the employer's discretion. I understand that any misrepresentation, falsification, or omission of material information on this application may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment. I hereby certify that the information contained in this application form is true and correct to the best of my knowledge.

EMPLOYMENT RELATIONSHIP

If hired, I understand that employment with the practice is not for a specified term and can be terminated "At Will", with or without cause, and with or without notice, at any time, either at the option of the employee or the employer. No employee or representative of the practice, other than its owner, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Further, the employer may not alter the "At-Will" nature of the employment relationship unless it is done specifically in writing and is signed by the employer. I agree that this constitutes a final and fully binding agreement with respect to the "At-Will" nature of my employment relationship. There are no oral or collateral agreements regarding this issue.

AUTHORIZATION OF REFERENCE AND BACKGROUND CHECKING

All offers of employment are conditioned upon receipt of satisfactory responses to reference requests and background inquiries and exams. Unless I have otherwise indicated above, I authorize the references listed, as well as all other individuals who may be contacted, to provide any and all information concerning my previous employment, background, and any other pertinent information that they may have. Additionally, contingent upon a conditional offer of employment and as part of screening for the position for which I am applying, if required, I agree to authorize a background check which may include a review of criminal convictions, driving record and credit history. Further, I release all parties and persons from all liability for any damages that may result for furnishing the business with such information as well as from the use or disclosure of such information by the employer or any of its agents, employees or representatives.

[] I hereby waive my right to receive a copy of any public record(s) obtained from the prospective employer checking references.

Applicant's signature: _____ Date: _____

Application forms will be retained for a period of 3 years.

About SeSequential Pacific Biodiesel:

SeSequential-Pacific Biodiesel LLC is a joint venture between SeSequential Biofuels (Portland and Eugene, Oregon), and Pacific Biodiesel (Maui, Hawaii). Launched in 2004, it is credited with being the first commercial biodiesel production facility in Oregon.

The capacity of the Salem facility is approximately 1 million gallons of BIODIESEL per year. The feedstock is primarily based on used cooking oil, secondarily regionally produced oil from seed crops like canola. Many companies in Oregon and the Pacific Northwest, such as Kettle Foods, currently have their used cooking oil collected for processing into BIODIESEL.

With the BIODIESEL market growing by leaps and bounds every month, SeSequential-Pacific Biodiesel is already looking to expand the Salem production facility to help meet the ever growing demand for this cleaner, renewable fuel. SeSequential-Pacific is dedicated to regionally produced, regionally consumed BIOFUEL, and will continue to build the emerging BIOFUEL market in the Pacific Northwest with regionally sourced, regionally produced, quality BIODIESEL manufactured to ASTM specifications.

To apply for the position, please email the completed application, resume, signed job description, pre-screen questionnaire and introductory letter to; Email:: SQPB@SQbiofuels.com