

Plant Operator

<p>MISSION:: Meet target volumes of quality biodiesel production while maintaining the facility and effectively communicating status and support needs to the management team.</p>	
% of time	
40%	<p>Biodiesel Production: The primary responsibility of the Plant Operator is to help meet target volumes of quality biodiesel production. This includes but is not limited to the following:</p> <ul style="list-style-type: none"> • Planning, prioritizing and communicating daily/weekly activities • Managing the receipt and storage of raw material into the facility • Processing the material into finished biodiesel adhering to a set of standard operating Procedures • Performing quality control measures • Managing the shipping of finished product
20%	<p>Documentation / Communication: The Plant Operator is responsible for documenting and disseminating to the management team information collected in the following categories:</p> <ul style="list-style-type: none"> • Shipping / Receiving – All tickets for materials • Quality Control – Testing various samples for chemical and physical characteristics • Plant Status / Log – Daily updates on plant activity and material in storage and in process • Batch Reports – Individual reporting of batch timing, characteristics and formulations
20%	<p>Plant Maintenance: In order to meet quality standards and volume goals, the facility and all its systems must be monitored and maintained. The Plant Operator must coordinate with the Process Manager to identify and address immediate or potential issues that may affect production.</p>
20%	<p>Assistant/ Administrative detail and Misc: The Plant Operator is also expected to foster open lines of communication with the management team and assist with administrative detail</p>

DAILY SERVICE RESPONSIBILITIES:

1. Operates transfer pumps within the plant.
2. Performs modifications, repairs and expansion of site projects.
3. Performs plumbing modifications and repairs.
4. Performs electrical modifications and repairs.
5. Performs welding modifications and repairs.
6. Paints and maintains the equipment.
7. Operates a vacuum truck. Opens valves, connects hoses.
8. Operates a forklift truck to load and unload various material used in the plant.
9. General housekeeping and washing of the equipment and work areas plus general labor duties.
10. Responsible for fuel delivered on time and completion of all necessary paper work
11. Operates biodiesel plant as needed to cover for employees out sick or on vacation

Qualifications.

Experience and ability:

- Mechanical ability (repair and maintenance; rebuild pumps)
- Some electrical and welding skills desired
- 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.
- Production QA/QC experience

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.
- 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 55-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:

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 production 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. Forecasting, budgeting and modeling are a necessary responsibility for this position. Please describe a relevant position you have held in which you had to utilize these skills and how the outcome was communicated to stakeholders in the organization.
8. Please describe the extent of your safety training?
9. Describe one of your most advanced uses of Excel.
10. Briefly describe any QA/QC experience you have had.
11. How many hours per week would you like to work? What pay range?
12. Do you consider yourself to be mechanically inclined? If so please explain why?
13. How many direct reports have you had responsibility for?
14. Have you ever worked in a 24/7 facility?
15. Do you have experience with fluid and chemical transfers?
16. Please provide the names and contact information for 3 references.

About SeQuential Pacific Biodiesel:

SeQuential-Pacific Biodiesel LLC is a joint venture between SeQuential 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 5 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.

SeQuential-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:: JOBS@salembiodiesel.com

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 SeSequential Pacific Biodiesel LLC?	
We are a drug and alcohol free workplace. Use of alcohol, tobacco products, or illegal substances is not acceptable on SeSequential-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 inquires 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.

To apply for the position, please have the candidate fax, email or mail completed application, their resume and introductory letter to;

Email:: JOBS@salembiodiesel.com