



## Process Operator Job Description

**Reports To:** Shift Lead  
**FLSA Status:** Non-Exempt  
**Work Status:** Full time, rotating 12-hour shift  
**Department:** Plant Production

### **Essential Duties and Responsibilities:**

- Learn and operate all processes associated with the plant.
- Learn and operate DCS (computer control system) for the plant.
- Learn startup, maintenance and shut down procedures for all physical plant units to include but not limited to centrifuges, hammermills, oil separator, CLS, and commodities transfers.
- Keep accurate and timely logs.
- Keep plant facilities clean.
- Keep operators coming on shift briefed on what has happened and what is supposed to be done during the next shift.
- Samples, tests and maintains process stream records as required by QA program and procedures.
- Respond to collected data and make adjustments as needed.
- Participate in the plants PSM, FSMA, and safety programs to ensure accurate and timely completion.
- Responsible for notifying the shift lead of any problems and issues.
- Complete any and all work tasks as assigned by the shift lead.
- Safe work practices are a condition of employment; wear proper ppe as required.
- Learn and operate the CMMS program.
- Promote Granite Falls Energy, LLC in the community.
- Maintain a team environment with all other plant employees.

### **Physical Demands & Work Environment:**

Must be able to manage confined space entry, climb ladders and steps and lift a minimum of 60 lbs. Will be exposed to high noise levels. Continuous operation requires rotating shift work. Qualified individuals will work at heights, be able to adapt to 12-hour workdays, and be able to meet call-in requirements as needed. Elevated work required.

### **Education/Language Ability:**

Individual must be able to add, subtract, multiply, and divide numbers. Individual must be able to work with fractions, metric system, percentages, and decimals. Individual must be able to read, write, and comprehend the English Language.

*Granite Falls Energy, LLC reserves the right to amend or edit this job description at any time.*