

Job Description

Production Manager



Reports To: Chief Operating Officer
FLSA Status: Exempt
Department: Production

Summary

The Production Manager is responsible for understanding, planning, directing and coordinating the operations of the plant and implementing changes as necessary to ensure all necessary regulations are being met. The Production Manager must manage team members and create a positive work environment as well as support operations through problem solving, adaptation and working with other departments to correct process problems. The Production Manager is accountable for optimizing plant runtime as well as downtime while ensuring quality end products. Redfield Energy operates on a 24-hour continuous schedule. The Production Manager must be available as needed and must check email and production software regularly.

Essential Functions

1. Coach and lead team members using a performance management process by providing feedback, career development opportunities and goal setting.
2. Develop a schedule to attend and complete daily shift change requirements.
3. Delegate responsibility and expect accountability among team members by fostering a spirit of teamwork.
4. Work with the Floating Operator and Safety Manager to develop, review and train team members on Redfield Energy's Standard Operating Procedures; ensure proper compliance of company policies.
5. Work with the Lab Manager to ensure maximum efficiency during the fermentation process.
6. Facilitate communication between departments within the plant to maintain an effective teamwork environment.
7. Manage all plant operations and production and strive for maximum efficiency across the entire production process including ingredients and energy usage.
8. Manage raw material inventories and receipts to ensure continued plant operation.
9. Provide trouble shooting and problem solving expertise to resolve plant operational problems.
10. Optimize plant up-time or runtime, minimize all plant downtime.
11. Assign cleaning tasks and maintain the sanitation schedule.
12. Perform on-call duties for technical support during off hours.
13. Ensure entire operations department is informed of and embrace operational changes that occur within the company.
14. Recruit, interview, hire and manage team members according to Redfield Energy's hiring expectations.
15. Ensure that all city, county, state and federal regulations are being met and assist in implementing approved changes.
16. Perform all tasks associated with Feed Safety/Quality, assigned or as needed, to meet internal and external requirements relating to the production of safe, quality feed products.
17. Foster a culture of safe behavior and environmental compliance at all times.
18. Work in an honest and ethical manner; maintain confidentiality on all business related matters.
19. Team member is expected to physically report to work on time at their assigned location and is seldom absent.
20. Team member can be depended upon to complete work in a timely, accurate and thorough manner and is conscientious about assignments.
21. Maintain a team environment with other departments at all times.
22. Champion Redfield Energy in the community.
23. Maintain a high level of customer service and friendly atmosphere.
24. Other duties as assigned.

Education & Experience Requirements/Competencies

To perform the essential functions of this position successfully, an individual should be able to demonstrate and provide the following:

- High school diploma or equivalent required; secondary education preferred.
- Manufacturing production background experience is required; operational background in ethanol production is preferred.

- Forklift certification (or ability to achieve) required as well as a valid driver's license with proof of insurance.
- Proficient in Word, Excel and Outlook and the ability and willingness to learn new software applications.
- Excellent organizational skills, communications skills, the ability to multi-task, and most importantly, the ability to work well in a team.

Work Environment/Physical Requirements

This position is largely self-directed and requires a thorough understanding of company policy, procedures and values. Team members will be required to adhere to safety requirements at all times and in all work environments. This position operates in both an office and plant environment. In the office, the team member will work on a personal computer. In the plant environment, the team member may be exposed to noise, heat and other elements both inside and outside as well as possible exposure to moving, mechanical parts, dust, high noise levels, internal and external temperature/weather conditions and exposure to chemicals.

Specific physical requirements include:

- Occasionally lifting weight up to fifty (50) pounds.
- Climbing several flights of stairs and ladders.
- Opening valves.
- Occasionally bending, twisting and turning while lifting weight of less than fifty (50) pounds.
- Data entry while seated for greater than one (1) hour.
- Walking up to two (2) or more miles per day.
- Pushing brooms, shovels, etc.
- Working at heights, in confined spaces and at temperatures from -20 to +100 degrees.
- Standing for extended periods of time.
- Wearing PPE.
- Using hand and power tools.