

1.0 DUTIES AND RESPONSIBILITIES

The Chemical Operator works a rotating shift to maintain the safe and effective operation of the plant 24 hours a day seven days a week as required. The chemical operator must be able to interface with computer systems such as a distributed control system and personal computers in order to effectively perform the required tasks. Chemical Operator duties include activities indoors and outdoors in all weather conditions. Activities routinely involve climbing ladders, working at heights of over fifty feet, entering confined spaces and working in heat, noise and cold. The operator must maintain skills and knowledge of the plant equipment and operation and be able to accurately relate computer indications to process conditions in the field. The Chemical Operator must exercise good judgment at all times in determining any conditions that might warrant shutting down the process if necessary, to ensure that non-routine situations are handled to minimize risk or exposure to plant personnel or the community.

- Conduct job duties safely in accordance with plant policies and procedures. This includes participation in the PSM program including management of change reviews and process hazards analysis. Develop an understanding of and maintain complete compliance with regulatory requirements regarding the manufacturing facility and associated products.
- Operate systems within environmental limits and monitor the processes to detect and react to any unusual conditions or circumstances.
- Learn the plant operation and maintain proficiency through intensive training including self-study and periodic recertification.
- Manage the plant operation through the use of the plant distributive control system, manual operations and acquired process knowledge.
- Maintain safe plant operation and product quality through effective use of laboratory skills and knowledge.
- Certify in GMP operations, Dimethyl Sulfoxide (DMSO), and Oxidation operations.
- Develop and maintain proficiency and understanding of hazardous material handling procedures and responsibilities.
- Monitor and maintain plant security at all times including nights and weekends.
- Assist in routine maintenance functions as needed. Coordinate contractor and maintenance work to ensure equipment is safe to perform work and plant lock out/tag out, hot work and confined space entry policies are strictly observed.
- Maintaining effective plant and control room housekeeping.
- Maintain plant documentation as required to insure adequate recordkeeping and regulatory compliance.
- Be an active participant in projects or initiatives to improve plant safety and environmental compliance, control and reduce costs, improve product quality and continuously improve productivity.
- Gather and analyze operating and technical information for execution of job responsibilities from: Operating data including flows, temperatures and pressures, operator observations and other instrumentation, company files, literature, consultants and co-workers.
- Maintain first aid training certification.
- Assist in preparing checkout, startup, operation and review of new and existing equipment procedures, control points and limits.
- Understand, support and comply with all company policies and procedures.

- Supports and participates in the organization's Continual Improvement Program to comply with ISO 9001 and cGMP requirements by adhering to processes and procedures and working toward achievement of company objectives.

2.0 REQUIREMENTS

2.1 EDUCATION

The candidate must have a high school diploma or equivalent.

2.2 EXPERIENCE

- Two years industrial experience, college education or process technology training is preferred.

2.3 SKILLS AND ABILITIES

A verifiable background in the following areas will be considered an asset to employment:

- ISO 9001 Quality System
- Process Safety Management
- Distributive Process Control
- Team Skills
- Interpersonal Skills
- Supervisory Training
- Government Regulated Programs
- Technical Training
- General laboratory skills
- Personal Computer Skills

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Squatting, sitting, bending, pushing, walking 10-12 hours per day.
- Able to lift 50 lbs.
- Exposure to production environment.

4.0 OTHERS

- Attention to detail
- Self-starter
- Works with minimal supervision
- Innovative/creative
- Flexible/ adaptable

5.0 TRAINING Program-Operator Progression

A new hire will enter the Operator Training Program or will be grandfathered into the program based on their prior certifications.

- Step 1 Operator Trainee I-Entry level
- Step 2 Operator Trainee II- completed their 3 months of probation and initial training with a satisfactory completion
- Step 3 Operator Trainee III-completed at least 6 months of training and has satisfactorily completed the Chem Technician certification
- Step 4 Operator Trainee IV- has satisfactorily completed Operator Certification and completed at least 12 months of training as an Operator
- Step 5 Chemical Operator- Full Operator assigned to a shift. Completed at least 6 months as Operator IV

Total Program time (Level I thru Level 4) to complete is a maximum of 24 months.

The Operations Director reserves the right to make exemptions to the movement to another level depending on meeting certifications and requirements with management approval.

Employee has received a copy of their assigned position.

Employee Signature: _____

Date: _____