

	Document Job Description		Author: L. Altic
			Responsibility: Sr. Manager
FRM.1056	Revision: 2	Date: 5.18.18	Approval: Sr. Manager

Job title	<i>Yard Technician</i>
Reports to	<i>Yard Supervisor</i>

Job purpose

The yard maintenance position works independently and with other plant personnel to ensure safe, clean and efficient operation of a biodiesel production refinery.

Duties and responsibilities

Oil Processing:

- Achieves and demonstrates thorough knowledge of the oil processing and all ancillary systems.
- Maximizes production through proper time management and process optimization.
- Demonstrates proficiency in the operation of all oil processing equipment.
- Performs quality control measures at set process points.

Housekeeping

- Maintains and clean and orderly facility.
- Performs routine and assigned housekeeping tasks on a consistent basis in both the plant and laboratory areas.
- Cleans trucks, oil collection bins and containers, work areas, and process equipment at regular intervals.

Quality

- Properly samples incoming and outgoing products in accordance with quality system procedures (QSPs).
- Accurately logs and retains all product samples and maintains the sample room.
- Ensures that processed oil meets internal specifications for conversion into biodiesel.
- Minimizes process non-conformances via adherence to best practices, established protocols, and standard operating procedures (SOPs).

Ancillary Functions

- Troubleshoots and performs minor maintenance as necessary and as qualified as well as scheduled inspections and preventative maintenance activities.
- Assists Plant Operators with pressure washing filter plates, transfers, sampling manual plant operations, housekeeping, other plant functions as necessary.
- Operates, monitors, troubleshoots and maintains utility systems such as chillers, boilers, cooling towers, and air compressors as needed.
- Manages the tank farm by completing sludge and MONG transfers when necessary in order to keep products properly segregated and avoid feedstock contamination.
- Operates the wastewater system and ensures quality effluent discharge.

Shipping and Receiving:

- Performs load-out of finished product and by-products while adhering to set sample retention procedures.
- Performs load-in of feedstock while adhering to proper testing procedures to assure contract specs are met.
- Perform load-in of other raw chemicals while insuring required safety measures are followed.

Documentation and Communication:

- Operations – Records all necessary information pertaining to product, feedstock, and tank levels in logs and forms.



- Shipping and Receiving – Fills in all required data on BOL's, meter tickets, and sample tags accurately and completely.
- Inspections – Completes forklift, housekeeping, environmental, and maintenance checklists, logs, and paperwork as required.
- Safety and common sense – Reports anything unsafe or out of the ordinary to the next shift.

Ability to Follow Instructions:

- Consistently follows all written SOPs, verbal, and written instructions.
- Ensures complete knowledge of written SOPs and instructions.
- Ensures complete understanding of verbal instructions.

Accuracy and Awareness:

- Minimizes errors via complete understanding of all job requirements and proper time and workflow management and remains aware of the process at all times.
- Minimizes tank overflows and product loss via proper work practices and undivided attention to the process.
- Avoids spills of any kind.
- Minimizes plant downtime by paying complete attention to the process and fully optimizing all process steps.

Troubleshooting:

- Minimizes night calls by developing acute troubleshooting ability.
- Resolves problems independently.
- Arrives at accurate assessments of process issues and avoids misdiagnosis of the problem.
- Maintains proper communication during troubleshooting activities to ensure that the best and most expedient resolution is identified.

Daily Job Duties

- Operate waste vegetable oil filtration equipment including augers, screeners, centrifuges, and flash evaporators.
- Use any / all transfer pumps and hoses and connectors to move materials to desired locations within the plant.
- Operate vacuum trucks and pumps when needed.
- Safely operate fork trucks.
- Shipping & Receiving: Perform load-in / load-out duties when required.
- Perform equipment maintenance when needed, if qualified.
- Cleaning trucks, floors, processing equipment, and other janitorial duties.

Qualifications

- Valid driver's license and able to operate manual transmission vehicles.
- Must be able to push, pull, drag, carry, lift up to 60 lbs.
- Must have strong multitasking abilities.
- Able to learn and retain daily duty changes.
- Able to operate a fork truck.
- Must be able to communicate verbally and in writing in English.

Working conditions

- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts.
- The employee is regularly exposed to high noise environments.
- The employee is regularly exposed to outside weather in all conditions.
- The employee will regularly be exposed to chemicals used in the process.
- Ability to wear protective equipment on the head, hands, face, feet.



Physical requirements

Sufficient physical ability to perform moderate to heavy lifting (up to 60lbs); standing and walking for prolonged periods of time; climbing stairs or ladders, balancing, stooping, kneeling, crouching and operating motorized equipment

Direct reports

N/A

Approved by:	
Date approved:	
Reviewed:	

Revision History

Rev.	Effective Date	Sections	Summary	Author	Authority
0		All	Initial Release		
1	9/19/17	All	Major revisions to match evaluation structure	L. Altic	
2	5/18/18	1	Removed "Plant Manager" as a report.		