



## Job Description

<b>Job Title: Pellet Mill Operator</b>	<b>Job Reference No: 20224</b>
<b>Department: Operations</b>	<b>Job Grade: 8</b>
<b>Job Type: Operations</b>	<b>Career Family:</b>
<b>Reports to: Pellet Mill Supervisor</b>	<b>Nos Post Holders:</b>
<b>Location:</b>	<b>Date updated: 4/9/21</b>
<b>Purpose:</b> <i>The Pellet Mill Operator is responsible for all aspects of continuous operation of the pellet mill, including safety, equipment operation, monitoring, machine set up, cleaning and administrative functions to support site operations.</i>	
<b>Organization Chart:</b> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: fit-content;"><p>Director of Operations</p><p>Plant Manager</p><p>Operations Manager</p><p>Operations Supervisor</p><p>Pellet Mill Operator</p></div>	
<b>Dimensions:</b> <ul style="list-style-type: none"><li>• <i>No direct reports</i></li><li>• <i>Maintain internal relationships with co-workers and supervisors</i></li></ul>	
<b>Key Accountabilities:</b> <ul style="list-style-type: none"><li>• <i>Take ownership of personal development</i></li><li>• <i>Adhere to agreed policies and practices to maintain an effective workplace capable of meeting its objectives</i></li><li>• <i>Manage relationships internally and externally</i></li><li>• <i>Share expertise and knowledge</i></li><li>• <i>Proactively cross train in plant activities/projects</i></li></ul>	

**Knowledge, Skills and Experience required:**

- *High school diploma or equivalent required*
- *Minimum of 3-5 years industrial experience*
- *Ability to adapt to working within a team or lone working environment, with minimal supervision.*
- *Responsible for meeting HSE, quality and production targets.*
- *Perform quality control inspections and complete appropriate paperwork.*
- *Maintain and adjust equipment to maximize production, minimize downtime and maintain quality standards.*
- *Must have a professional attitude and work well with others.*
- *Promote a safe working environment and follow all workplace and job safety procedures.*
- *Perform/coordinate good housekeeping in the facility.*
- *Must have the competency to learn and become certified to operate mobile equipment*

**Special Features:**

*Ability to work in a hot, humid, cold and noisy industrial environment. Ability to work at elevate heights. Walking on slippery or uneven surfaces from time-to-time.*

**Measures of Success:**

- *Constantly reviews the operation of pellet mills, hammer mills and related equipment to monitor production/quality, anticipating and solving problems in a timely manner and identifying opportunities for improvement*
- *Follows standard operating instructions/procedures in the performance of all operator areas including start-up, shutdown and normal operations*
- *Ensure standards of safety and housekeeping are maintained*
- *Perform basic maintenance to keep equipment in clean, good working order*
- *Commitment to work safely and consistently demonstrate safe behaviors & attitude*
- *Ability to solve problems safely, logically, quickly and confidently*
- *To work flexibly within their competence and provide effective communications within and external to their business unit*
- *Complete logs and records where necessary to record plant checks, etc.*
- *Covers other positions as necessary to meet the needs of the business*
- *Willingness to work flexible hours including unscheduled overtime, weekends and holidays*
- *Operate equipment to start, stop, or regulate systems*
- *Inspect equipment, recording or reporting damage and mechanical problems*
- *Record or report operational data such as readings on meters, instruments, and gauges*
- *Ability to perform repetitive & physically demanding tasks for extended periods (lifting, walking, working at heights, climbing, pushing, twisting, stooping)*
- *Ability to understand risk and follow detailed JRA/TRAs to avoid work site hazards*

**How You Need to Act:**

- *Self-driven with ability to adapt to working within a team or lone working environment, with minimal supervision*
- *Ability to work effectively within a self-directed team framework*
- *Commitment to work safely and consistently demonstrate safe behaviours & attitude*
- *Demonstrates interpersonal skills that enhance the team approach to work and problem solving*

**Job Holder Signature:** .....

**Line Manager Signature:** .....

**Date:** .....

Physical/Mental Abilities	Significant (>50%)	Frequent (10-50%)	Seldom (<10%)	Never (0%)
Use written (verbal visual) sources of information, e.g. read reports, procedural documentation, reference materials		X		
Perform detailed work requiring visual activity, e.g. repair electronic equipment			X	
Uses non-verbal auditory sources of information, e.g. alarms		X		
Use oral communication to perform work, e.g. answer telephone, receive visitors	X			
Digital dexterity, e.g. using computer keyboard		X		
Stand		X		
Sit	X			
Reach	X			
Grasp	X			
Lift/Carry objects which weigh over 10 pounds		X		
Lift/Carry objects which weigh over 50 pounds		X		
Walk	X			
Climb		X		
Kneel	X			
Squat/Bend	X			
Push/Pull	X			
Make minor decisions requiring limited judgement, e.g. task sequencing, filing, sorting mail	X			
Make general decisions in the absence of specific directions, e.g. prioritizing workload	X			
Perform activities requiring sustained concentration, e.g. designing, planning work	X			