

## **Plant Operator Duties & Responsibilities (General)**

- Arrive at work on time for your assigned shift.
- Be ready to start your shift on time (dressed and ready to go).
- Conduct all activities when at work in a safe manner.
- Attend and complete all operational and safety training assigned.
- Gauge tanks and record results accurately.
- Load trucks with the proper products.
- Correctly complete all paper work associated with loading products. (weight tickets and BOL's)
- Make tank transfers, blends, batches when necessary and correctly complete associated paperwork.
- Hook up tank cars and correctly complete all associated paperwork.
- Unload tank cars and correctly complete all associated paperwork.
- Disconnect tank cars and correctly complete all associated paperwork.
- Complete testing as required for your job responsibilities and document results correctly.
- Operate wheeled equipment (pickups, loaders, forklifts and large trucks) safely.
- Perform maintenance activities in accordance with your experience and training.
- Trouble shoot machines or processes to correct production upsets in accordance with your experience and training.
- Notify management of equipment or process failures.
- Present a positive attitude and interact with other company personnel, customers, vendors and Government officials with courtesy and respect.
- Be available to work weekends and Holidays as needed.
- Follow written and verbal directions from the Plant Supervisor.
- Follow written and verbal directions from the Plant Manager.
- Follow written and verbal directions from the Operations Manager.
- Perform any other duties as assigned by Management.