

Job Description – Facility Foreman

Job Title: Facility Foreman

Location: Marshall Ridge Renewable Energy – State Center, Iowa

Reports To: EVP of Asset Management

FLSA Status: Salary/Exempt

Job Summary

Responsible for the safe, clean, compliant, and profitable operation and maintenance of a digester facility located on the premises of the Blood Dairy outside of State Center, Iowa and for managing the other personnel assigned to the site, support staff, and any third-party contractors working at or with the facility. The facility will operate on a 24/7 basis, processing cow manure from the host dairy in anaerobic digesters to improve the quality of the atmosphere, surface water, and ground water while simultaneously producing value added products such as renewable natural gas, clean water, animal bedding, soil amendments, and fertilizers.

The Facility Foreman is a working manager who will be required to, besides manage the administration of the facility, perform various other duties pursuant to the operation and maintenance of the facility's mechanical and biological assets and processes. These duties include monitoring, operating, maintaining, and repairing a wide variety of assets and systems located at the assigned facility; collection of samples (gases and manure); preparation and dissemination of various written documents and reports; other duties assigned by management.

This position will include participation in an On-Call rotation and may require work outside normal business hours. On-call personnel are required to live not further than a 45-minute drive from their assigned facility.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Performs all duties in a manner that is safe, compliant, and efficient as well as productive.
- Participate in recruiting, hiring, training, and retaining high quality personnel for the site staff.
- Provide leadership, mentorship, and oversight for the site staff.
- Provide oversight for daily operations of the facilities. Ensure that the facilities are operating safely, effectively, and efficiently and that production budgets are met.
- Provide oversight for daily maintenance and repair activities.
- Ensure that the facilities are maintained at industry leading standards of industrial hygiene, groundskeeping, and housekeeping.
- Ensure that all compliance mandates and obligations- including safety, environmental, financial, and any/all other permitting requirements- are satisfied.
- Manage special projects onsite, refurbishments & renovations, up-grades and major repairs, and process innovations.
- Manage the procurement, inventory, and maintenance of personal protective equipment, spare parts, consumables, vehicles, equipment, and tools for the facilities.

- Generate and present regular reports, verbally and in writing, of all aspects of the facilities' operation including production metrics and other Key Performance Indicators, personnel performance, and compliance mandates.
- Participate in the development of-and manage all the facility budgets, including those for production, operational expenditures, and capital expenditures.
- Operates the full range of mechanical and biological assets at the facility. These include: manure transfer pumps and piping, anaerobic digesters, water and nutrient recovery equipment, biogas upgrading systems, emissions controls, analytical instrumentation, gas compression, and the facility SCADA.
- Conducts the full range of maintenance activities required at the assigned facility. These include (but are not limited to): cleaning, painting, and preservation of facility equipment as well as general groundskeeping; all routine maintenance, non-routine maintenance, and repairs for stationary equipment such as buildings, tanks, and piping as well as for rotating equipment like valves with manual, electric, or pneumatic operators; submersible and long-axial mixers, centrifugal and positive displacement pumps and blowers; both screw- and piston compressors in either air or biogas service; hydraulic pumps and electric motors; and a variety of both mechanical and electronic instrumentation and analytical equipment including level indicators, flow meters, gas detectors, and gas chromatographs.
- Performs variety of process- and quality control related duties including collecting, analyzing, packaging and shipping, documenting, and reporting samples of various gases, liquids, and solids.
- Operates offroad utility vehicles such as skid steers, loaders, forklifts, and UTV's.
- Participates and Engages in all required training, both in-person sessions and remote learning modules, in all required fields. Training topics may include various safe work practices and protocols and equipment operation and maintenance as well as company specific procedures, policies, and processes.
- Adheres to every safety policy and procedure. These will include procedures for: control of hazardous energy (Lock-out/Tag-out), incident reporting, spill response, fire response, confined space entry, hazardous atmosphere operations, hot work, safe electrical work, and others.

Minimum Qualifications

The successful candidate will be able to perform each essential duty satisfactorily. The requirements that are listed next are representative of the education, virtues, and technical competencies that are expected to be necessary for satisfactory performance. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education/Experience is *required* when indicated, desired otherwise

- High School diploma, GED, or equivalent. (*Required*)
- 5+ years of experience in a supervisory capacity in operations, production, and/or maintenance at a manufacturing or industrial facility, agricultural co-op, or wastewater treatment plant. (*Required*)
- Undergraduate degree in business management, operations management, water or wastewater management, maintenance or engineering, organizational development, or logistics.

Virtues the successful candidate will exhibit...

- Integrity – demonstrably high degrees of honesty, humility, and accountability.
- Self-Sufficiency – be reliable, self-starting, confident, both willing and able to engage successfully in critical thinking, make sound judgement calls, and then to proactively execute on those calls without needing instruction or prompting to do so.
- Leadership – willing and able to provide the example, guidance, oversight, discipline, and any support necessary to enable the other members of the team to succeed and to produce at their greatest capacity while also holding those other parties- and oneself- accountable for the fulfillment of their responsibilities.
- Interpersonal Communication Skills – the ability to communicate and interact effectively with teammates at every step on the ladder (superiors, peers, and subordinates), customers, vendors, contractors, the public, government agents, members of the government, and business partners both on and off the farms or facility grounds, both in person and remotely, verbally and in writing.
- Teamwork – the ability to develop and manage professional relationships and to work effectively with diverse groups of people in varied settings to identify and achieve shared goals.
- Attention to Detail – ability to remain fully engaged while in the workplace, especially in active industrial settings, and to maintain there a high level of situation awareness, being willing and able to both take note of and act upon even trivial details as necessary to safeguard or improve the staff and the assets or production.
- Adaptability – the mental agility necessary to work safely and productively in an environment that can be chaotic and demanding while balancing many competing priorities and a schedule that can be subject to change with little notice.

Competencies from formal education, previous job training and/or experience are *required* when indicated, desired otherwise

- Posses a valid driver's license (*Required*)
- Working understanding of personnel management and regular Human Resources practices, procedures, and mandates. (*Required*)
- Experience working on diverse teams (*Required*)
- Working understanding of operations/production management (*Required*)
- Working understanding of preventative and predictive maintenance practices and in the development and management of maintenance programs or routes, including use of a Computerized Maintenance Management System (CMMS). (*Required*)
- Experience developing and/or managing contracts, scopes, schedules, and various types of budgets. (*Required*)
- Basic computer literacy (i.e., sufficient familiarity with computers to know/learn and utilize Microsoft Office Suit-level software, CMMS and inventory management software, and financial/procurement software). (*Required*)
- General mechanical aptitude (*Required*)
- Familiar with regular industrial safe work practices and standards, including hot work, elevated work, confined space entry, safe electrical work (up to 480VAC), and control of hazardous energies. (*Required*)
- Understand and use construction drawings, process flow drawings, P&ID's, electrical diagrams, and equipment IOM manuals (*Required*)

- Familiar with the safe use of regular hand- and shop tools. (*Required*)
- Familiar with safe use of utility vehicles, e.g., skid steers, forklifts, front end loaders, and UTV's.
- Familiar with safe use of mobile elevated work platforms and scissor lifts.
- Familiar with programming & troubleshooting PLC's, VFD's, and plant SCADA.
- Familiar with standard practices for installation, maintenance, and operation of rotating equipment (e.g., pumps, compressors, valves, and motors) as well as that of non-rotating equipment structures (e.g., tanks, piping, buildings) and instrumentation and low-voltage equipment.
- Familiar with the design and operation of anaerobic digesters.
- Familiar with the design and operation of biogas upgrading technology.

Physical Demands

The physical demands described next are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Satisfactory performance of the essential duties of this job will require standing, kneeling, sitting, and walking as well as fine motor skills (especially of the hands) and the extended reach of arms. Climbing, balancing, stooping, crouching, and crawling will be required. Regular senses of smell, hearing, and sight are required. The capacity to occasionally lift up to 75 pounds is required. The use of stairs, ladders, and ship's ladders will be required.

Work Environment

The work environment characteristics described next are representative of those that will be encountered while in pursuit of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The duties of this job will include work both in an office environment and work outdoors in the weather year-round as well as inside industrial spaces with operating machinery. Exposure to high heat and high humidity as well as cold weather and high winds can be expected. This job also includes potential exposure to high noise, fumes or airborne particles, toxic chemicals, acids and caustic chemicals, flammable and/or poisonous atmospheres, hot surfaces/equipment, cold surfaces/equipment, high vibrations, confined spaces, elevated working surfaces, vehicle traffic, and animal manure.

Compensation

Salary is paid on a bi-weekly basis and will be commensurate with the value and experience the candidate brings to the role. In addition to base salary, compensation includes the option to participate in company sponsored medical, dental, and vision insurance plans and in a retirement savings program as well as paid personal time off and holidays.

The Dynamic Group is an equal opportunity employer.