

## Job Description – Facility Manager

**Job Title:** Facility Manager

**Location:** Various locations in southeast South Dakota & southwest Minnesota

**Reports To:** EVP of Asset Management

**FLSA Status:** Salary/Exempt

---

### Job Summary

Responsible for the safe, clean, compliant, and profitable operation and maintenance of 2-4 anaerobic digester facilities located on large dairy farms within a 100-mile radius of Brookings, SD and for managing the onsite staff, support staff, and any third-party contractors working at or with the facilities. The facilities 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.

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

- Participate in recruiting, hiring, training, and retaining high quality personnel for the site staffs.
- Provide leadership, mentorship, and oversight for the site staffs.
- 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.
- Schedule labor (site staff, corporate staff, and third parties) to support the continuous, productive operation of the facilities.
- Work closely with and coordinate site staff and corporate staff to minimize downtime, planned and unplanned.
- Ensure that the facilities are maintained at industry leading standards of industrial hygiene, groundskeeping, and housekeeping.
- Ensure that facility security is maintained.
- 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.

- Develop and manage relationships with key stakeholders, including all of the participating dairy farms, members of the local community and local government, regulatory agencies (local, state, and federal), gas credit program managers (CARB and LCFS), key contractors and vendors, corporate (support) staff, and Company Management/Owners.

## 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 managing 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 leadership principles (*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.
- 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 scissors 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 wastewater treatment systems.
- 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 50 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 in an office environment. It will also regularly require work outdoors in the weather year-round and 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.