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Job Title: Process Operator

Department: Operations Location: Hamilton

Reports To: Production Coordinator Updated: 22-June-2026

Summary Statement

Reporting on a daily basis to the Production Coordinator, this position is responsible for safely and efficiently operating equipment and adjusting processes to produce biodiesel. Process Operators monitor process equipment, conduct in-process quality tests, are competent DCS operators, and conduct minor maintenance tasks as required. This position requires a shift rotation covering 24 hours per day, 7 days per week, including scheduled statutory holidays.

Major Duties and Responsibilities

1. Monitor and control the biodiesel process in a safe, environmentally responsible and efficient manner via the computer interface Distributed Control System (DCS) and through manual field manipulations:
 - i. Adjust set points as directed/required.
 - ii. Safely Start and Stop plant sequences.
 - iii. Adjust (stop/start) field equipment as required.
 - iv. Communicate tasks and status to Team as appropriate.
 - v. Connect hoses, purge lines and conduct material transfers as directed.
2. Perform area rounds and inspections according to plant procedures and work instructions:
 - i. Troubleshoot equipment and processes to correct or optimize operations.
 - ii. Verify conditions and process set-up for plant start and stop sequences (complete process field walk down/verification routines).
3. Take regular process samples according to established sampling programs and sample the final tank product as directed.
4. Conduct various lab tests, document lab results and eventually adjust the process as directed:
 - i. In-process biodiesel testing.
 - ii. Cooling water tests.
 - iii. Process adjustments.
5. Complete housekeeping tasks as directed:
 - i. Clean up minor spills.
 - ii. Move equipment and materials as needed.
 - iii. Operate fork-lift and aerial-lift as needed.
 - iv. Pump/clean out containment areas.
 - v. General safety grounds keeping, shovel snow, spread salt and sand as needed.
6. Complete relevant safety training and job specific training activities as defined in the Biidaaban Training System.
7. Perform minor maintenance tasks as appropriate:
 - i. Adjust pump seal packing.
 - ii. Change oil, water, and HVAC filters.
 - iii. Change process fluids in equipment as required.
 - iv. Grease and lubricate equipment.
8. Support Terminal Services operations as required:
 - i. Load and unload tank trucks and rail cars.

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- ii. Conduct/monitor material transfers.
- 9. Participate in Health, Safety and Environment (HSE) programs:
 - i. Work in a safe manner at all times.
 - ii. Report all injuries and incidents.
 - iii. Follow all Biidaaban safety and environmental procedures.
- 10. Participate in facility sponsored and required training initiatives, train/mentor new employees in carrying out job duties.

Minimum Qualifications and Skills

- Key skills and aptitudes:
 - Excellent mechanical aptitude.
 - Very good keyboarding skills.
 - Excellent analytical and troubleshooting skills.
- Minimum 2-3 years of community college education in a process or engineering related discipline (or other equivalent experience and training).
- 12 months or more experience in a chemical/process or industrial background would be an asset.

Mental and Physical Effort

- Must be able to climb ladders, open valves, and lift moderate weights for short durations.
- Rotating 24-hour/7-day per week, 12 hours per shift (including statutory holidays).
- Work overtime as required.
- Substantial concentration and alertness required to monitor process operations via multiple DCS computer screens.
- Must respond to upset conditions and stressful situations for short periods of time.

Working Conditions

- Indoor control room operations.
- Outdoor activities in all weather conditions.
- Use of standard PPE (safety glasses, hard hat, safety shoes, FR clothing, supplied work gloves) at all times, increased PPE for specific short term tasks.

The above information is correct as approved by:

Manager: _____ Incumbent: _____