

Process Operator Job Description

Summary

Process operators perform the necessary functions to operate the CM1 plant at the San Francisco Bay LLC (SFBA) facility. They monitor equipment to ensure its quality, safety, and efficiency remain intact and also ensure operations run safely and that essential maintenance of the facility's equipment and instruments is regularly performed, and they troubleshoot these features when necessary. Process operators program and operate the facility's computer system that directly operates its machinery. They use this system to start a plant up and shut it down and run the production of materials. Process operators maintain a high level of housekeeping in the facility by regularly cleaning their work areas, removing slip and trip hazards and addressing overall safety and cleanliness of the facility.

Process operators conduct constant inspections and identify abnormalities including broken equipment or safety issues. When a problem is identified, they compose a report and ensure necessary repairs, equipment adjustments, or proper responses have been instituted and that supervisors have been notified. Process operators ensure products under their supervision meet specifications and requirements by gathering samples for lab analysis and performing quality control analysis on the product.

SFBA is growing rapidly and is hiring process operators. We are seeking Process Operators to ensure that our manufacturing equipment is operating at its optimal capacity. In this position, you will perform regular inspections on the machines to ensure there are no immediate issues. When an issue does arise, you will take the machine offline, troubleshoot the problem, and return it to working order as soon as possible. While a degree or certificate in a related field is beneficial, our ideal applicant has extensive experience in manufacturing and familiarity with the various types of equipment at SFBA.

Duties and Responsibilities

- Inspect machines on a regular basis
- Troubleshoot issues as they arise
- Order and install replacement parts
- Keep a detailed record of all PM's and other maintenance
- Work to keep the manufacturing floor safe, efficient and clean
- Load and unload parts and materials from process line equipment to maintain efficient production and prevent stops
- Adjust machine process to changing variables

- Assist other process operators and machine operators as necessary
- Assume responsibility in meeting plant production requirements as set by client/owner
- Observe operating process equipment and maintenance needs
- Follow all established plant and company policies and procedures including plant emergency procedures
- Learn and be responsible for performing the manual tasks and overseeing the automated operations associated with the safe, reliable, efficient, and high throughput production of SFBA products
- Become knowledgeable in process operations and understand chemical, electrical, mechanical principles
- Conduct continuous inspections of key process points, make necessary machinery and equipment adjustments, identify problems on equipment, and continually monitor equipment under your direction
- Clean work area frequently, at a minimum daily. Perform a weekly safety and housekeeping walk through of assigned area and address cleanliness and safety issues.

Requirements and Qualifications

- High school diploma or GED certificate
- Extensive manufacturing experience
- Mechanical skills and experience
- Problem-solving and troubleshooting abilities
- Reliable transportation