



JOB STANDARD: Plant Operations	JOB CLASSIFICATION: Full time, Non-Exempt
JOB LOCATION: Plainfield Renewable Energy LLC	JOB TITLES: Fuel Handler
JOB DEPARTMENT: Operations	DATE ISSUED - REVISION NUMBER: 12/10/2016 – Revision PRE 1

GENERAL SUMMARY

This position reports directly to the Control Room Operator. The general duties expected of Fuel Handlers are operation and line-up of equipment, plant rounds, housekeeping, safety and minor maintenance assistance. Fuel Handlers ensure proper start up and operation of fuel system of the wood yard. The primary role of the Fuel Handler is to operate, monitor and maintain biomass handling equipment, making adjustments and repair as needed.

PRIMARY DUTIES

The job duties listed are typical examples of the work performed by the Fuel Handler. Not all duties assigned to this position are included. Fuel Handlers may be asked to perform other duties and requirements may vary.

- Operate and maintain all plant mobile equipment, including but not limited to front-end loader, bob cat, forklift and any other mobile equipment on site.
- Operate and maintain the fuel handling equipment and ensure permit compliance
- Oversee the unloading of wood fuel trucks. Operate the loader to effectively manage active fuel piles.
- Make routine tours of the wood fuel system to inspect the equipment for faulty operation, reporting abnormal conditions to Control Room Operator, make require repairs and take proper corrective steps within the Fuel Handler's control. This may include switching to standby equipment and/or completed corrective maintenance.
- Perform outage support on all plant equipment as required during shifts, and as required by the Control Room Operator or Operations Manager during scheduled and unscheduled maintenance periods.
- Collect fuel samples as directed to meet environmental regulations
- Maintain work area and equipment in a clean orderly condition.
- Perform startup, operations and shutdown on equipment, systems and the plant in accordance with approved plant procedures. Notify the Control Room Operator if modifications are required to correct procedures.
- Monitor, inspect, operate and reset all circuit breakers, as required, associated with the operation of the wood yard equipment. This will include the opening and closing of breakers and disconnects for starting and stopping equipment and opening, locking and tagging equipment for maintenance.
- Assist with operations as directly by Control Room Operator during plant emergency or abnormal operations.
- Continuously observe safety rules and practices, check conditions of safety equipment, attend and participate in scheduled safety meetings and training.
- Assist in training other sift operators as needed.
- As directed by the Control Room Operator or Operations Manager assist in plant startup or shutdown



JOB STANDARD: Plant Operations	JOB CLASSIFICATION: Full time, Non-Exempt
JOB LOCATION: Plainfield Renewable Energy LLC	JOB TITLES: Fuel Handler
JOB DEPARTMENT: Operations	DATE ISSUED - REVISION NUMBER: 12/10/2016 – Revision PRE 1

- Monitor performance of equipment and systems and make adjustments to maintain the plant at its optimum efficiency and generating capacity.
- Observe, correct if possible, and report situations that are likely to develop into problems or safety hazards
- Respond to and report all oil and chemical spills and leaks as required
- Test and operate plant fire and chemical safety equipment as directed
- Maintain plant security
- Responsible for operating company vehicles; a valid driver's license is required.
- Perform All other duties as assigned by the Control Room Operator and management personnel

SCOPE OF RESPONSIBILITY

Responsible for maintaining reliable wood fuel delivery to gasifier. Management of wood fuel yard pile in a safe and reliable manner. The Fuel Handler will work in the power plant/industrial environment that includes exposure to heat, cold, noise, dust and humidity. The job will require climbing ladders, entering vessels and working in hard to reach and high places.

WORKING RELATIONSHIPS

Fuel Handler reports to Control Room Operator and will also report to the wood yard lead or other plant management.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Ability to be fitted with full-faced respirator or ability to use a self-contained breathing apparatus.
- Ability to learn new skills and knowledge
- Ability to perceive depth
- Ability to work from sky climbers and scaffolding
- Must be able to communicate effectively with other plant personnel
- Must be able to detect abnormal plant conditions (i.e. sight, hearing, smell or touch).
- Must be able to distinguish colors
- Must be able to lift and carry a minimum of 50 lbs. and up to 75 pounds occasionally.
- Must be able to lift and carry heavy objects (like rigging equipment).
- Must be able to push and pull
- Must be able to stoop, bend, kneel, crouch and crawl
- Must be able to work in confined spaces and elevated areas
- Must be able drive company vehicles and have a driver's license
- Must be able to work on feet including standing and walking for extended periods including climbing stairs



JOB STANDARD: Plant Operations	JOB CLASSIFICATION: Full time, Non-Exempt
JOB LOCATION: Plainfield Renewable Energy LLC	JOB TITLES: Fuel Handler
JOB DEPARTMENT: Operations	DATE ISSUED - REVISION NUMBER: 12/10/2016 – Revision PRE 1

- Must be capable of using protective equipment such as hard hats, safety glasses/goggles, safety shoes, hearing protection, air masks, respirators, etc. in the performance of job duties.
- Must have the ability to reach and stretch, including reaching and working overhead
- Requires the ability to climb stairs and ladders in order to work on the boiler and other plant structures. Must be able to work from heights and if necessary use of safety harnesses
- Requires the ability to utilize a computer, mouse and keyboard
- The Fuel Handler must be able to climb at least 50 feet of rung ladder to access scaffolding, platforms, and other operational positions; must be able to climb stairs and ladders (multiple levels) to elevations of 100+ feet in order to work on boiler, and other plant standings. At high elevations may include the use of fall protection gear.
- The Fuel Handler must be able to work in extreme temperatures and will be exposed to heat, cold, wind, rain, dust, dirt, ash particles and fuel particles.
- The Fuel Handler will be exposed to vibration, moving mechanical parts and loud noises
- The Fuel Handler will have the ability to remain alert during extended working hours (12 hour rotating shifts) including nights, weekends and holiday work as required by schedules, workload and plant conditions. Timely response to callouts is expected. On call status may also be required. Hours may extend beyond 12 hours during plant outages and upsets.
- Working with hazardous materials may be required
- All employees are required to comply with the Substance Abuse policy, which includes but is not limited to a post-offer drug screen and physical examination

JOB QUALIFICATIONS

- Working experience of running mobile equipment, with power plant experience a plus
- Experience working on a team and the ability to collaborate with others
- Ability to respond calmly to emergency situations
- Must possess strong interpersonal skills
- Knowledge of occupational hazards and safety precautions
- Strong trouble-shooting and analytical skills in order to solve problems of both a technical and operational nature
- Good verbal and written communication skills
- Ability to effectively communicate with individuals at various levels at the plant
- Basic computer skills
- Minimum High School Diploma or equivalent



JOB STANDARD: Plant Operations	JOB CLASSIFICATION: Full time, Non-Exempt
JOB LOCATION: Plainfield Renewable Energy LLC	JOB TITLES: Fuel Handler
JOB DEPARTMENT: Operations	DATE ISSUED - REVISION NUMBER: 12/10/2016 – Revision PRE 1

Employee Signature

Date

Employee Name Printed

The statements contained in this job description are not necessarily all inclusive; additional duties may be assigned and requirements may vary from time to time.