



Agricultural Utilization Research Institute

POSITION DESCRIPTION

Title:	Bioindustrial Facility Manager
Employee:	TBD
FLSA Status:	Exempt
Reports to:	Senior Director of Science and Technology
Location:	Waseca Laboratory
Avg # travel days per month	4
Purpose:	The bioindustrial facility manager oversees the daily operations of the Waseca pilot facility, ensuring smooth workflows and efficiencies. This position oversees the anaerobic digestion pilot and the biomass handling and densification equipment with one supervisee.

The following are examples only and are not intended to be “all inclusive” or restrictive. Other duties may be assigned, as necessary.

Responsibility	Job Task	Percent of Time
Direct the Waseca pilot facility operations.	<p>Manages daily operations.</p> <ol style="list-style-type: none">1. Ensures smooth workflow and efficiency.2. Identifies synergistic capabilities and opportunities.3. Coordinates and prioritizes pilot facility activities, resources, and personnel.4. Manages and optimizes pilot facility resources, including equipment, supplies, and budget.5. Establishes equipment maintenance schedules and the calibration of pilot facility equipment.6. Troubleshoot equipment issues and ensure proper functioning.7. Implements initiatives to enhance efficiency and effectiveness.8. Supervises and provides guidance, mentorship, and support to the bioindustrial lab associate.9. Identifies opportunities for continuous process improvement.	50%

	10. Fosters collaboration within the pilot facility and with external partners. 11. Develops and manages the facility budget, ensuring financial responsibility and accountability.	
Project engagement and coordination	Coordinate and participate in bioindustrial/biomass research projects. 12. Participate in identified projects and initiatives. 13. Conducts commercialization pilot runs. 14. Ensures projects are executed according to timelines and budget constraints. 15. Oversees the documentation of experimental procedures, results, and findings. 16. Lead the anaerobic digester pilot activities. 17. Prepares reports and summaries for internal and external stakeholders.	35%
Ensure continuous process improvement and safety and regulation compliances.	Implement and maintain quality control processes. 18. Identifies opportunities for process improvement within the pilot facility. 19. Enforce safety protocols and ensure compliance with OSHA regulations. 20. Ensures regulatory compliance and implementation of industry regulations. 21. Conduct regular safety training for personnel.	10%
Other duties.	Other duties as assigned.	5%

Qualifications

Required

1. Associate degree in a relevant discipline or higher or its equivalent.
2. Driver's license and personal transportation.
3. Five years of experience in industrial equipment and/or workshop management.
4. Strong organizational and leadership skills.
5. Ability to read and follow an electrical or equipment diagram.
6. Knowledge of safety protocols and regulatory compliance.

Preferred

7. Experience in agricultural commodities process, equipment, and processes.
8. Experience in anaerobic digestion technologies.
9. Supervision experience.

Job Demands

Ability to lift 75 pounds.