



CONFIDENTIAL AND PROPRIETARY INFORMATION

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Iofina Resources IOSorb® Plant Manager Job Description	March, 2024	3.1

IODINE PLANT MANAGER

Summary

Responsible for the daily operation and activities related to iodine Production, and Extraction, , facilities and chemical management, procurement site HS&E compliance, process flow control, shipping/receiving. Manages all field personnel and field installation projects as directed. Manages the allocation of materials, manpower and equipment resources. Prepares and submits production, laboratory, maintenance and operating reports. Work closely with the Iodine Production Supervisor to maximize iodine extraction process and efficiencies. Reports to Fied Operations Supervisor and works on design and implement installation and modifications of the iodine collection and extraction process.

Essential Duties and Responsibilities

Includes the following and other duties may follow.

1. Production
 - a. Oversee all site operations to ensure maximum iodine production capacity is maintained.
 - b. Directs and controls all operational flow parameters to ensure production schedules, output standards and targets are achieved.
 - c. Develops and maintains budgets and manages operational reports.
 - d. Maintains field and plant policies, procedures and safety guidelines to company standards.
 - e. Manages and controls the physical condition of the facilities to company standards.
 - f. Responsible for site compliance with all federal, state and local statues
 - g. Responsible for physical inventory, raw materials and finished goods.
 - h. Coordinate field inspections to ensure operating efficiency of facilities
 - i. Conducts lab analysis and adjusts chemistry to maximize efficiency.
2. Supervisory
 - a. Communicates with management in regards to production schedules, production issues and employee concerns.
 - b. Oversees the supervision and performance of all site employees.
 - c. Coordinates safety training for site employees.
 - d. Enforces safety regulations and company policies.
 - e. Leads investigations and determines the root cause of any HSE incidents, production delays, disruptions, or quality excursions and implements solutions.
 - f. Coordinates the maintenance program for each site.
 - g. Establishes and implement standard operating procedures (SOP) and in process quality check protocols to identify and resolves issues during processing.
3. Knowledge of regulatory affairs including but not limited to MBGOC, DEQ, DEA, EPA, DOT & OSHA



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4. Flexibility/Attendance
 - a. Willing to work alternate shifts, schedules, and/or hours to meet production needs.
 - b. Punctual with regards to attendance, schedule and time clock requirements.
 - c. Ability to respond to emergency call situations.

5. Reports
 - a. Maintains Operational reports.
 - b. Complies daily flow control and production reports from the field.
 - c. Complies site safety inspection report and coordinates necessary actions with operations personnel.
 - d. Maintains accurate inventory & production records.
 - e. Works with Field Coordinator to create DOT, shipping, receiving and site documents and procedures.
 - f. Conducts annual reviews.

6. Other Duties as Assigned

Supervisory Responsibilities

This position will have the direct report responsibility of all site employees.

Education and Experience

Bachelor's degree or technical chemical and oil and gas experience

Minimum of 5 years of Chemical Manufacturing and or Oil and Gas Operations experience

Prior supervisory experience preferred.

Language Skills

Good communication skills (oral, written and interpersonal) are required.

Reasoning Ability

Strong decision making skills are necessary. The individual must be able to show discretion and independent judgment. Individual must be highly organized and possess time management skills.

Certificates, Licenses and Registrations

Strong computer skills

Microsoft Office (Excel, Access, Word, PowerPoint, Outlook)

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to sit, climb, balance, stoop, kneel,



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crouch and crawl. The employee must regularly lift and or move up to 25 pounds and occasionally lift or move up to 100 pounds. Specific vision abilities are required by this job including close vision, distance vision, peripheral vision, depth perception, and the ability to focus.

Work Environment

The work environment described is representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.

Additional Requirements

- Strong attention to detail
- Strong attention to site safety and housekeeping.
- Strong interpersonal skills working in a team environment.

If interested, please submit resume and salary requirements to:

humanresources@iofina.com

Iofina is an EEO employer. We treat all applications and employees without regard to race, creed, color, national origin, religion, age, gender, marital status, disability, veteran or any other protected status required by law. As part of our commitment to equal opportunity, we comply with federal, state and local laws, regulations and ordinances.