

## Job Description Plant Assistant Superintendent

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### **Position Summary**

The Plant Assistant Superintendent has responsibility for the daily operations at the Iron Horse Gas Processing Plant complex.

### **Qualifications & Knowledge**

- Must have a high school diploma or GED equivalent
- 8+ years of natural gas processing plant operations experience with the ability to manage whole plant operations in the absence of the Plant Superintendent
- Knowledge of industry codes/standards, permitting and safety requirements (PSM, CFR 192, OSHA, basic training, and demonstrates system awareness (e.g., SCADA, SOPs, AOC, etc.)
- Knowledge of compressor stations, gathering fields, and processing plant operations.
- Knowledge of computers, Microsoft Excel, Word, and other Business Suite software
- Knowledge of cryogenic process plants, gas and liquid processing fundamentals, company/governmental operating and safety procedures, emergency response procedures, safe handling of flammable gases, liquids, and high-pressure systems
- Ability to read and interpret facility drawings and analyze various data and reports
- Possess technical skills providing the ability to start up and troubleshoot plant processes
- Able to speak fluent English and have excellent verbal and written communication skills
- Demonstrates basic understanding of crisis management and incident response plans.
- Must exhibit excellent supervisory skills and promote a positive work environment
- Possess a valid driver's license with a good driving record
- Must pass pre-employment drug screen and is subject to random drug testing
- Must allow pre-employment background check
- Medium Work - Exerting 20 to 50 pounds of force occasionally and/or 10 to 25 pounds of force frequently and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

### **Responsibilities**

- This role will plan, run, and coordinate compliance-related preventative maintenance and work orders, while reporting back to business partners (Director, Superintendents, Operations Teams, EHS). Developing training programs and understanding our maintenance management system.
- Promote company policies and procedures to ensure safe working conditions and ethical behavior
- Must be able to interface effectively with many internal and external customers, regulatory officials, and demonstrate strong communication skills and a positive attitude for this position.
- Supervise and manage company and third-party support personnel (contractors and service providers)
- Maintain Process Safety Management compliance
- Maintain compliance with company policies and procedures, environmental, regulatory, federal, state, and other regulatory requirements

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- Maximize quality and productivity in the operation and maintenance of processing, treating, and compression within the processing plant, while minimizing costs
- Develop and manage Operations and Maintenance budgets, balance reports, authorization for Expenditures (AFEs), plant operation reports, etc.
- Oversee facility and mechanical maintenance to achieve company goals within budgeted funds and available personnel
- Plan and organize workloads and staff assignments, review progress, and direct changes in priorities and schedules as needed to complete work in an efficient and timely manner
- Responsible for maintaining appearance and housekeeping facilities
- Must have the ability to respond promptly to any emergency
- Ensures that company and contract maintenance employees follow safety policies and procedures.
- Analyze all work requests to determine necessary repair or replacement and advise as to estimate manpower and material requirements.
- Determines needs for maintenance materials, warehouse stock, rental equipment, and/or contract services.
- Provide counseling, training, development, and appraisal of the performance of hourly employees in their assigned craft.
- Assist in the development and coordination of turnaround work.
- Attend daily meetings to assist in accomplishing scheduled work and resolving key and important maintenance problems.
- Hold tailgate safety meetings and inspections, necessary to achieve safety goals while communicating changes in company policy, procedures, and objectives to employees.
- Accountable for the operations of amine, condensate stabilization, mol sieve dehydration, and residue gas compression
- Analyzes specifications and controls the continuous operation of process units
- Read operating logs, test results of fluid samples, and laboratory recommendations to determine changes in equipment controls required to optimize processing
- Will be required to train/mentor Operator Trainees or entry-level operators
- Prepare equipment for maintenance and obtain work permits for maintenance, write up work orders so maintenance can be performed on specific equipment, including LOTO
- Ensure compliance with regulatory standards and company protocols for I&E maintenance.
- Act as primary contact for non-emergent I&E support requests, coordinating timely resolution.
- Manage Plant I&E maintenance schedules and create detailed work plans