



Example of Refinery Job Description

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Our growing company is hiring for a refinery. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for refinery

- Leads and facilitates with site's Administrative Assistant Functional Excellence Team to transfer and share knowledge on best practices
- Maintain and update process-reading sheets as required
- Records any process adjustments in process log book
- Waste Water Treatment Plant Field verification rounds and adjustments
- Writes work request for repairs of process equipment
- Other work assigned by Shift Supervisor/Operations Supervisor
- Alternately, or in conjunction with the above, may be involved with the maintenance and coordination of the commercial stability program
- Write cohesive reports, documents and memos
- Performing various quality assurance and quality control tests on product/process samples per procedure
- Interpreting data and analyzing validity

Qualifications for refinery

- Certified Hazardous Materials Manager (CHMM) is preferred
- Maintain, monitor and adjust equipment as required and maintain paperwork in assigned area in regards to safety, environmental compliance sanitation, maintenance and processing equipment operation
- Communicate with team/shift employees concerning proper operation of equipment, changes in flow rates or processing capabilities safety concerns, product quality issues and maintenance issues
- Perform other duties assigned by supervisor or lead persons

- Generate and manage e-requests for workgroup for hardware and software requests