



JOB DESCRIPTION

Shift Chemist

Department:	Production	Date Prepared:	September 2024
Location:		Prepared By:	Human Resources
Incumbent:		Approved By:	ACHRO

Reports to:	Production Superintendent
Internal Relationships:	Mill GMs, Senior Managers, Production employees
External Relationships:	Contractors, Suppliers, Govt, Customers, Cane Lorry Drivers and Farmers

Authorities:

Staff:	Provide Shift Supervision of Production staff and ensure Production shift targets and efficiencies targets are met.
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Procedures, Policies & Guidelines:	Abide by all internal policy and procedures in place.
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When Absent, this Job is Performed By:	N/A
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JOB DESCRIPTION

Shift Chemist

Primary Objective:

This role effectively supervises shift production employees and ensures shift targets and efficiencies targets are met. The position is responsible and accountable for the following:

- Effective shift supervision of production staff in order to maximize staff productivity and staff operate in a productive and safe environment at all times during shift
- Production shift targets and efficiencies targets are met.
- Sugar and molasses produced at the mill on a shift basis meet customer's needs by producing raw sugar of the required quantity, specification and standard.
- The Process house operates in a consistent and continuous manner with minimum unplanned outages.
- All analytical works and test carried out are carried out correctly in line with standard requirements.

Reaching these objectives will involve the following key activities:

KEY RESULT AREAS

(Distinct areas that contribute most to position performance)

SPECIFIC ACTIVITIES/TASKS

(Specific activities/tasks that contribute toward achieving the performance of the KRA)

Shift Supervision

- Effectively supervise production shift personnel during shift.
- Ensure all operation procedure are followed by operators at all times and report any issues to PS and APS for further action.
- Ensure shift production targets are met.
- Analysis carried out in laboratory by subordinates are correct and timely advise results to appropriate personnel.
- Liaise with Engineering Shift Team Leader and ensure on going communication for continuous operation.
- Ensure all figures during shift are entered correctly and promptly report any TIS issues to PS or APS for further action.
- Assist in monitoring production activities in accordance with budget reviews and revise as appropriate.
- Ensure start up and shut down procedures for process station like clarification, pans, fugal, sugar floor etc. is in line with standard procedures and carried out in a safe and timely manner.
- Monitor and ensure key parameters such as primary and secondary heating temperatures, ESJ juice clarity, liquor brix, boiling formulas, dropping weight and size, sugar moisture and other quality parameter is strictly maintained during shift.
- Good housekeeping practices are maintained at all times in areas under control.
- Minimize sugar losses.
- Sugar make and total cane crushed during shift are recorded correctly.
- Proper handover is carried out during beginning of shift and at end of shift.

	<ul style="list-style-type: none"> ▪ Ensure correct record of attendance of shift personnel including overtime. ▪ Attend and implement any audit recommendation as required by the Corporation.
Maintenance Works	<ul style="list-style-type: none"> ▪ Ensure Chemical summaries are correct and prepared within required timeframe. ▪ See that mill activities report are prepared and submitted within required timeframe. ▪ Chemical preparation is carried out in line with procedures within required timeframe. ▪ Ensure close monitoring on areas to be supervised during maintenance period and report outstanding matters to PS and APS as and when required. ▪ Attend to internal customer and external customer queries on production issues.
Operational Performance	<ul style="list-style-type: none"> ▪ Monitor weighbridge activities accordingly through check weights during shift. ▪ Closely liaise with CLM and Traffic department on cane supply issues during shift. ▪ Review laboratory analysis result for accuracy. ▪ Oversee sugar laboratory analysis according to the standard procedures. ▪ Review throughput and performance of the process station to improve performance. ▪ Supervise the lime making process to ensure consistent quality saccharate is supplied to the process house. ▪ Carry out technical audit to ensure high production standards. ▪ Maintains factory hygiene in the factory.
Quality Control	<ul style="list-style-type: none"> ▪ Check full yard at random for incoming cane quality and quantity. ▪ Monitor and ensure cane quality test procedure is in line with procedure. ▪ Ensure appropriate action is taken for low quality cane. ▪ Ensure required brands and types and molasses meet customer's quality and quantity.
General Administration	<ul style="list-style-type: none"> ▪ Ensure all correspondence originating from Process department are correct and delivered in a timely manner; ▪ Ensure technical reports are completed as per requirement and submitted on time; ▪ Department Training Needs are submitted to the Training Department by November or as and when required; ▪ Implement and monitor employee training in line with training plan; ▪ Continuously implement and monitor on job training (OJT) of employees; ▪ Ensure all work and operating procedures are maintained and reviewed/updated periodically or in a timely manner; ▪ Ensure FSC Time and Attendance (TNA) policies and procedures are strictly complied with at all times; ▪ With HR Department, ensure that the workforce is compliant with company HR policies; ▪ Disciplinary action taken in a fair, transparent and timely manner; ▪ Employees grievances are handled and amicably resolved.

Other Responsibilities	<ul style="list-style-type: none"> ▪ Ensure to maintain integrity of the Corporation at all times when representing the Corporation on external activities and meetings; ▪ Ensure additional duties assigned by the Corporation is attended to within required timeframe; ▪ Full compliance with FSC policies and procedures such as HR Manual, OHSMS Manual, Training Manual, IT policy, audit reports requirements etc.; ▪ Effective and efficient safety programs, policies, or procedure designed and implemented; ▪ Compliance issues investigated/audited and reported; ▪ Undertake other duties on Process House as and when required by Production Superintendent.
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Performance Measures

1. Optimization of milling efficiency to achieve improvement in TCTS to below 9.5;
2. Achieve the following efficiency figures:
 - Molasses Returns – 9%
 - Mud Returns – 0.2%
 - Bagasse Returns – 5%
 - Undetermined losses – 2%
 - Wastewater – 0.1%
 - Sugar Recovery – Greater than 83%
3. Reduce mill operational costs by at least 10%;
4. Work within the MTB at all times.

PERSON SPECIFICATION

Shift Chemist

AREA	ESSENTIAL	DESIRABLE
Trade or Academic Qualifications	<ul style="list-style-type: none"> Must be a Bachelor of Science or Bachelor of Technology graduate majoring preferably in Chemistry, Physics, Maths and Manufacturing. 	Post graduate Training in Sugar Technology would be an added advantage.
Experience (What a person needs to have done)	<ul style="list-style-type: none"> At least 3 years proven experience as a Chemist at similar level. Ability to lead and work in diverse environment. 	Proven experience in chemical/technical environment.
Knowledge, Skills (What a person needs to know/do)	<ul style="list-style-type: none"> Ability to apply guidelines and policies in line with FSC policies and contemporary work ethics; Ability to lead a team and is committed, honest, flexible, and innovative; Ability to organize work priorities to meet targets and deadlines; Self-motivated with good PR skills; Strong leadership and people skills; Computer literate; High level of written and oral communication skills; Is a motivator with team development skills. 	<ul style="list-style-type: none"> An understanding of the different aspects of sugar processes and operations.
Competencies (What a person needs to be like)	<ul style="list-style-type: none"> Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal. Devises new and creative ways to do things comes up with original ideas. Adherence to moral and ethical principles; soundness of moral character; honesty. Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work. Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement. Controls tasks in a well thought out and critical manner. 	

Acknowledgement

I, <<insert name>>, can confirm that I have read and understood the requirements of the Job Description for the Shift Chemist Role and accept them fully.

Signed: _____ Date: _____