

**DOW CHEMICAL LAD
SOLVENTS / EDC 1**

JOB DESCRIPTIONS

PLANT SUPERINTENDENT (24)

The plant superintendent manages the production facility. Productivity, cost control, quality, and general operation of the facility are his/her responsibility.

**PRODUCTION SPECIALIST / PRODUCTION SUPERVISOR /
SENIOR PRODUCTION SUPERVISOR (24)**

Oversees plant operations of various areas with development, production, and senior production engineers reporting to him/her. He/she spends 90% of time in the office, with responsibilities including major project management, direction of process operations, and training of engineers.

SENIOR PRODUCTION ENGINEER (26)

He/she has the same responsibilities as a production engineer but can also supervise engineers and supervisors. Some individuals at this level also may handle major projects or expansion.

DEVELOPMENT ENGINEER / PRODUCTION ENGINEER (26)

He/she spends 80% of time in the control room and office while participating in directing the operations and improvements in particular plant processes. His/her activities include engineering, operations directions, system troubleshooting, and maintenance planning in their particular process area.

SHIFT SUPERVISOR (05)

He/she is the focal point for plant operations who is responsible for the daily operation of all processes. The technical staff interfaces with the shift supervisor to communicate all operational activities and he/she distributes the duties to complete the activities to his/her shift personnel.

MAINTENANCE SUPERVISOR (06)

He/she coordinates all maintenance activities in the plant and spends 70% of time in office. He/she interfaces with all personnel needing maintenance activities performed, is responsible for scheduling and cost control of all maintenance activities, and schedules, and is responsible for, all minor maintenance activities performed by edo. Edo and some contract maintenance personnel report directly to him/her.

TRAINING / ENVIRONMENTAL SUPERVISOR (29)

He/she coordinates and documents all training activities and oversees the activities of the environmental / industrial hygiene coordinator, who reports to him/her. He/she spends 90% of time in office and is responsible for updating training materials, scheduling of training activities, and all environmental reporting.

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SAFETY / ELECTRICAL SUPERVISOR (29)

He/she coordinates all safety related activities while spending 90% of time in office. He/she is also responsible for electrical preventive maintenance activities.

QUALITY CONTROL SUPERVISOR (30)

He/she is responsible for operation directions of the hcl and ahcl processes, all quality control, and loading / laboratory activities. He/she spends 80% of time in office and coordinates the activities of the lab / loading coordinator, assistant chemist, loading specialist, and contract loaders.

PROJECT SUPERVISOR (05)

He/she is responsible for coordinating all project and shutdown activities between plant and contract personnel while spending 75% of time in office and 25% in field.

SENIOR OPERATIONS SPECIALIST (42)

He/she is responsible for operating the unit while spending 95% of time in the control room. He/she monitors process variables and coordinates the activity of the operations specialist in his area.

LAB / LOADING COORDINATOR (30)

He/she performs the scheduling of all loading / unloading activities in the plant and is responsible for loading / unloading barges and ships. He/she spends 65% of time in office, 25% loading, and 10% in lab. Also coordinates minor maintenance activities in the loading area.

ENVIRONMENTAL / INDUSTRIAL HYGIENE COORDINATOR (22)

He/she coordinates the majority of environmental activities in the plant and all of the industrial hygiene activities while spending 50% of time in office and 50% in field. He/she is the major communications link between environmental services, environmental operations, the industrial hygiene department and the plant and is responsible for the distribution of pertinent information to all levels of plant personnel. This person also conducts training and is responsible for collection and documentation of information concerning environmental and industrial hygiene activities, and supervises the activities of the environmental contract laborers.

ASSISTANT LAB CHEMIST (28)

He/she is responsible for the upkeep of all lab analytical equipment and maintaining the analytical database while spending 100% of time in lab. May also assist in loading activities while serving as the backup to the lab / loading coordinator.

OPERATIONS SPECIALIST (38)

He/she is responsible for routine sample catching, analysis of process streams, product movement, minor maintenance, and monitoring of the process and equipment in the field. He/she works with the senior operations specialist in their area and spends 95% of time in the field.

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EXPANDED DAY OPERATIONS (06)

He/she spends 100% of time in the field while performing minor maintenance and safety observing.

LOADING SPECIALIST (17)

He/she performs the loading of tank trucks and railcars and may be called on to assist in the loading of barges and ships. All loading samples are caught, analyzed, recorded, and stored by him/her. He/she spends 10% of time in lab, 15% in office, 35% in field, and 40% on the loading rack.

OFFICE PROFESSIONAL (09)

The office professional performs all of the clerical duties in the plant, including document retention, while spending 100% of time in office.

SENIOR COMPUTER APPLICATIONS TECHNICIAN (09)

The Senior Computer Applications Technician performs all of the computer support duties in the plant and spends 100% of time in office.

SENIOR MODV SPECIALIST (09)

The office Senior MODV Specialist performs all of the MODV duties in the plant and spends 100% of time in office.

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