



## Process Manager

Tradewater is an environmental project development firm located in Chicago, Illinois. Our projects are all designed to have a dual mission – fight climate change and make a profit. We believe companies with this dual mission are better positioned for growth and success in a changing economy. And we are proving it year over year.

Tradewater owns and operates a warehouse facility in Elk Grove Village, Illinois. The facility is also an EPA- certified refrigerant reclaimer. The work at the facility includes receiving, aggregating, and processing refrigerant sourced from throughout the United States and delivered to the warehouse. Tradewater is seeking applicants to fill the position of Process Manager. The Process Manager will report to and support the facility Operations Manager, and also be a member of the team performing the core functions of the warehouse.

### Responsibilities:

- Assist the Operations Manager with the overall management of the facility
- Work closely with Operations Manager to learn and master all aspects of warehouse operations
- Motivate warehouse team to meet or exceed goals and standards
- Insure warehouse team members are following all safety standards
- Perform core functions to receive, aggregate and process refrigerant arriving at the facility
- Operate forklifts safely and efficiently, follow all OSHA safety regulations and perform vehicle safety checks
- Ensure the warehouse stays safe, clean, clutter-free and operating efficiently
- Transfer and aggregate refrigerant from small cylinders and cans to larger cylinders and tanks
- Reclaim refrigerant to meet AHRI standards
- Maintain records and documentation of daily tasks including shipment receipts, refrigerant sampling and analysis, refrigerant aggregation, etc.
- Perform daily monitoring of process equipment and completion of log sheet readings
- Perform routine maintenance and troubleshooting of refrigerant handling and testing equipment
- Monitor and control equipment using a computerized control system
- Occasionally assist in the procurement of refrigerant for shipment to the facility

### Position Requirements:

- Support of pollution reduction and environmental sustainability mission
- 1-2 years of supervisory, lead or management experience
- High School Diploma or equivalent
- Previous work history and/or military experience
- Experience in a manufacturing or shop environment
- Comfort navigating and using CRM and proprietary data system



- Demonstrated mechanical aptitude
- Attention to detail, punctuality, and good organizational skills are essential
- Commitment to working safely
- Troubleshooting and problem-solving skills
- Good computer skills including comfort using Microsoft Office Suite and web-based applications
- Must be willing to take occasional 24 hour on-call responsibilities
- Must be willing to work nights and weekends, in 12-hour shifts
- Ability and willingness to occasionally travel and drive long distances
- Clean driving record
- Must be able to climb ladders, lift at least 50 pounds and work in warehouse environment
- Associates or technical degree

**Preferred Experience:**

- Experience with HVAC systems or refrigerants
- Electrical, instrument, or mechanical experience
- Experience recovering refrigerant from chillers and appliances, or reclaiming refrigerant
- Experience with a PLC controlled system
- Ability to operate a forklift
- Experience in preparation of shipping papers
- Knowledge of DOT hazmat regulations

Tradewater offers a competitive salary and good benefits.

Please send a cover letter and resume to Josh Ward at [jward@tradewater.us](mailto:jward@tradewater.us).