CHIEF OPERATING OFFICER JOB DESCRIPTION

Position Title  Chief Operating Officer (COO)

Department  Operations

Reports to  Chief Executive Officer

Position Summary  This position requires travel and work in petrochemical plants/refineries. The COO is responsible for managing the company’s catalyst handling business, including overseeing five operational sites in the United States and Singapore, and its life support manufacturing business while promoting safe work practices.

Duties and Responsibilities  (This list is intended to show on-going primary duties. Employee may be expected to perform other duties as assigned. The Company reserves the right to add or change at any time.)

1. Develop and maintain a financial framework that allows for effective and timely financial reporting, management reporting, and compliance with statutory obligations set forth by the Internal Revenue Service (IRS), including the Sarbanes-Oxley Act of 2002 (SOX).

2. Develop and maintain the company’s organizational structure, including overseeing succession planning. Conduct monthly financial review meetings, perform sales forecasting, develop and approve departmental budgets and capital expenditure budgets, and manage the company’s Gross Profit and earnings before interest, taxes, depreciation, and amortization (EBITDA).

3. Conduct business development, including overseeing customer relations for both international and domestic clientele, and developing and negotiating commercial contracts.

4. Oversee the company’s compliance with safety regulations in accordance with National Institute of Occupational Safety and Health (NIOSH), Occupational Safety and Health Administration (OSHA), and American Petroleum Institute (API). Ensure that operation managers maintain adequate staffing, certifications, and cash flow to effectively carry out catalyst handling projects in oil refineries.

5. Perform oversight of manufacturing, maintenance, and operation of Breathing Systems Inc.’s (BSI) Model 5000 life support system.
6. Manage eight managerial-level employees, including overseeing training, setting Key Performance Indicators (KPIs) and procedures regarding disciplinary action, and conducting management reviews.

7. International and domestic travel required for approximately 1-2 trips per year of 3-5 days per trip.

8. Promotes the company’s business by conducting work assignments with a positive attitude and professional safe manner.

9. Responsible for developing and maintaining a good relationship with all customers.

10. Remains current on all laws, regulations, policies, procedures, and guidelines affecting area of responsibility.

11. Expand current business by actively participating in reaching out to new customers and developing new plans and strategies to help each new location run more effectively and efficiently.

12. Work with Company Managers on effective operations

**Competencies and Minimum Requirements**

1. Bachelor’s degree in business administration or related (foreign equivalent acceptable) plus 2 years of experience in the job offered or 2 years of experience in financial and operational management, or related.

2. Employer will accept 1 year of experience in the job offered or in a related position in financial and operational management in lieu of 1 year of baccalaureate study.

3. Must be a Certified Practicing Accountant, Chartered Management Accountant, or equivalent. Experience must include implementing procedures to comply with API Standard 2217A on inert entry and NIOSH and OSHA’s 42 CFR Part 84, Respiratory Protective Devices.

4. Experience in oversight of manufacturing, maintenance, and operation of BSI’s Model 5000 life support system.

5. Experience in ensuring compliance with SOX accounting requirements.

6. Experience managing employees, including overseeing training, setting KPIs and procedures regarding disciplinary action, and conducting management reviews.

7. Willing to travel internationally and domestically for approximately 1-2 trips per year of 3-5 days per trip. $170,000/year, M-F, 40 hours/week.
### Work Environment
Heavy industrial, chemical plants and refineries. Sustained physical effort, climbing, wearing supplied air and air purifying respirators, exposure to dusts, outdoor work, and 12-14 hour shifts days or nights.

### Contacts
(Those organizations or customers that this position interfaces with on a regular basis.)

**Internal:** Catalyst Technicians, Administrative Staff, Shop Staff, Supervisors, Project Managers, Operation Managers, and Safety.

**External:** Customer’s Safety, Supervisory and Management Personnel

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### Project Management Expected Competencies
![Project Management Competencies Diagram]

1. Plan
2. Monitor
3. Execute
4. Result
5. Evaluate
6. Improve
7. Measure
8. Select
9. Act
10. Analyze
11. Adapt
12. Launch
13. Optimize
14. Lead
15. Collaborate
16. Manage
17. Lead
18. Communicate
19. Innovate
20. Execute