



## WESTERN PULP PRODUCTS COMPANY

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[westernpulp.com](http://westernpulp.com)

# Production Lead

*Corvallis, OR*

## Position Overview

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As a Production Lead, operating under the direction of the Production Manager or Shift Supervisor, this individual will be cross-trained in all essential production-oriented job assignments. These assignments will include molded fiber machine operator, beater operator, forklift operator, warehouse personnel, mold setup, and packer on a production line. This individual will support the Production by being capable of leading the shift and performing any of the essential production positions on an as-needed basis. This position will allow an individual the unique opportunity to work directly with production management in a key position of responsibility. The individual who successfully meets the challenges of this job assignment will be well-positioned for future growth within the company. Shifts are as follows: 1<sup>st</sup> 12:00 a.m.-8:30 a.m., 2<sup>nd</sup> 8:00 a.m.-4:30 p.m., 3<sup>rd</sup> 4:00 p.m.-12:30 a.m.

## Essential Duties

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This role performs the fundamental tasks of the following roles: Production Operator, Production Forklift Operator, Beater Operator, Machine Operator, Packer, Mold Wash/Set Up, Mold & Die Technician, and Warehouse & Forklift Operator. Essential duties of each of those positions can be obtained from the Plant Manager. In addition to those duties, the following tasks will be required to be performed:

- Regular and timely attendance as scheduling requires. Overtime, call-in, and weekend work may be required. Provide production support to any of the three shifts as scheduling requires.
- Observe and comply with all company and/or regulatory agency safety and environmental rules at all times including wearing all Personal Protective Equipment (PPE) required by Company policy or Safety Data Sheets (SDS). Follow proper safety procedures when using post-process equipment.
- Always use proper ergonomic practices.
- Continuously confirm that the products being produced match the Production Schedule. Immediately notify the Shift Supervisor or Plant Manager of any differences between production and the schedule.
- Continuously monitor product quality and timely report out-of-specification products to appropriate personnel.
- Work cooperatively with other Plant personnel in a team environment.
- Maintain quality of the product produced and/or packaged to company standards.
- Follow established formulas and processes for converting raw materials to finished goods.
- Operate a forklift in production, maintenance, and warehouse environments.
- Safely and efficiently set up, operate, monitor, and troubleshoot equipment. Diagnose operational safety or efficiency issues and clean, repair, or change out equipment, or make in-process adjustments to effectively correct malfunctioning, unsafe, or inefficient post-processing equipment.
- If unable to correct malfunctioning, unsafe or inefficient equipment, actively involve the appropriate Western personnel to quickly assist in the resolution of these issues. Write maintenance work orders, if needed; follow up to ensure their completion.
- Maintain appropriate work area organization, housekeeping, and sanitation; clean all machinery, equipment, and facility as required; perform assigned shift overlap duties.
- Immediately report to a Supervisor, Manager, or Human Resources on all matters requiring their attention.
- Provide technical support, training, and day-to-day supervision to a production team of 10+ employees as needed.
- Maintain appropriate crewing levels to support the daily production schedule.

## Other Duties

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- Know and perform all duties assigned in Western's Emergency Preparedness Policy.
- Report all safety near-miss, incidents, and accident occurrences, as well as observed unsafe acts, to your supervisor.
- Cross-train in other functions or tasks as requested or required.
- Communicate all relevant machine and process information with the appropriate incoming and outgoing Production personnel to ensure smooth transitions between shifts.
- Other duties as assigned.

## Physical Demands

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- Body Agility: required to see, hear, smell, use hands, carry, stretch, reach, push, pull, balance, kneel, climb, crouch, crawl, sit, stand, and walk. A high degree of manual dexterity is essential.
- Required to walk and/or stand continuously for extended periods (3-4 hours) on the plant production floor.
- Required to typically work an 8-hour production shift; may be required to work a 12-hour production shift or 12 hours in 24 hours.
- Required to work in a hot environment (work environment temperature may exceed 100 degrees Fahrenheit).
- Required to lift to 70 pounds.
- Required to visually discern details of multiple products, see and differentiate colors, and possess close and distance vision.

## Requirements

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- High school diploma or GED equivalency. Higher education or certificates preferred.
- Previous production experience; experience as a machine operator, particularly operating programmable logic controller equipment (PLCs) a plus.
- Consistently reliable transportation and willingness to work flexible hours.
- Ability to work in a physically demanding job environment.
- Willingness to accept job assignments that entail repetitive duties, often at a fast pace.
- Ability to work independently with minimal supervision.
- Previous production experience; experience in a non-air conditioned fast-paced production process a plus.
- Strong attention to detail, ability, and desire to work well with others in a team environment.
- Basic mathematical aptitude and skills; English writing skills.
- Must be able to read and comprehend manuals, instructions, rules, and documents written in English; must be able to understand verbal instructions or directions in English.
- Ability to use spreadsheets, word processing documents, and electronic mail software (especially Microsoft Excel, Word, and Outlook) a plus.
- Effective verbal communication skills to communicate with supervisors, managers, maintenance personnel, and co-workers.
- Possess a sense of urgency directed toward quickly learning all necessary skills on all lines and post-processing equipment.
- Comply with the provisions of the Employee Handbook.
- If new hire, successful completion of pre-employment drug test.

## Employment

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Whenever possible, Western will consider present Employees for promotion to higher-level job classifications. Western also may find it necessary to select a qualified candidate from outside Western to fill a position.

Western complies with all employment laws and hires and promotes without unlawful regard to race, color, sex, national origin, religion, marital status, prior industrial injury, or mental or physical disabilities unrelated to job performance.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

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