



WESTERN PULP PRODUCTS COMPANY

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westernpulp.com

Shift Supervisor

Corvallis, OR

Position Overview

This position is responsible for the safe coordination and supervision of production employees and shift operations at the Corvallis, Oregon facility, on their assigned shift. Shifts are as follows: 1st 12:00 a.m.-8:30 a.m., 2nd 8:00 a.m.-4:30 p.m., 3rd 4:00 p.m.-12:30 a.m.

Reporting to the Production Manager, the Shift Supervisor is responsible for the safe and efficient operation of the production crew and facility, ensuring proper job and safety procedures are followed. This individual will lead production meetings and role model safe job practices. They will also manage safety, quality, uptime, and other business indicators related to shift performance; and perform other supervisory functions as required. The ideal candidate should strive for product quality and customer satisfaction, manage manufacturing costs, and have a strong emphasis on safety.

Essential Duties

- Provide technical support, training, and day-to-day supervision to a production team of 10-15 employees as part of mentoring, coaching, and development of the employees' capabilities.
- Maintain and assign appropriate crewing levels to support the daily production schedule.
- 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 Material Safety Data Sheets (MSDS).
- When required, operate and troubleshoot recycled paper re-pulping, forming, and drying equipment.
- Create training plans for production personnel to develop additional skills. Monitor training plans regularly to ensure personnel is on track to meet developmental goals.
- Encourage employee input and involvement. Support Western's Open-Door Policy and Employee Forum program.
- Maintain performance records on production personnel in employee files. Recommend personnel commendations or disciplinary actions as appropriate, review with management, and take appropriate follow-up action.
- Make sure personal time cards and time cards for production personnel or support staff are completed accurately and on time.
- Assure compliance with all company policies and procedures such as Safety; Lock Out/Tag Out; Confined Space; Hazardous Materials & Communications; Hoist and Crane; Respirators; Fork Lift Operation; Fire Prevention and Response.
- Participate in, or assign resources to, project teams that may need input from the Production Department.
- Lead production meetings and model safe job practices.
- Manage safety, quality, uptime, and other business indicators related to shift performance; and perform other supervisory functions as required.
- Prepare appropriate operational and quality reports.
- Lead process improvement initiatives and teams.
- Maintain appropriate work area organization, housekeeping, and sanitation; clean all machinery, equipment, and facility as required; assign shift overlap duties.
- Immediately report to the Plant Manager or Human Resources all matters requiring their attention.

Other Duties

- Know and perform all duties assigned in Western's Emergency Preparedness Policy.

- For all safety near-miss, incidents, and accident occurrences, as well as observed unsafe acts, complete an incident report and inform the Production Manager, Director of Operations, and Human Resources.
- Cross-train in all functions or tasks.
- 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

- 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 10-12-hour production shift or 12 hours in 24 hours; may be required to work 6-7 days a week.
- Required to work a flexible schedule that includes all shifts and weekends.
- 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

- A high school diploma or equivalent is required; an associate's degree, bachelor's degree, or additional college or vocational coursework is desired.
- Demonstrated strong leadership skills and experience leading a team to achieve excellent results.
- A wide range of prior production supervision experience at a manufacturing facility is desired. Prior supervision experience in areas other than manufacturing, as well as additional education and training in operations and supervision, will be considered.
- Strong verbal and written communication.
- Computer and presentation skills are a plus.
- Previous experience with process improvement, lean manufacturing processes, and quality management experience is desired.
- Bilingual candidates are encouraged to apply.
- Ability to lead the implementation of safety and process improvements.
- Knowledge of industrial safety procedures and regulations.
- Strong organizational and planning skills.
- Strong mechanical skills and a maintenance background are a plus.
- Excellent problem-solving skills.
- Ability to engage and motivate others in a team environment.
- Comply with the provisions of the Employee Handbook.
- If new hire, successful completion of pre-employment drug test.

Employment

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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