

**WESTERN PULP PRODUCTS COMPANY**

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Maintenance Supervisor

Jacksonville, TX

Position Overview

This position reports to the Plant Manager and is responsible for the following: Supervising, organizing, scheduling, training, and developing the maintenance team and support staff in the repair, maintenance, and modification of plant buildings, equipment, and grounds; developing, managing, and executing plans for equipment modernization, upgrade, and replacement under the review and approval of senior management; and performing maintenance tasks as an active member of the team. This individual will be able to successfully troubleshoot mechanical, hydraulic, pneumatic, electrical, PLC programming, process automation, and processes. Possessing an electrical license is a major plus. This is a deadline-based environment with a high need for accuracy, therefore flexibility is necessary to manage multiple projects as well as re-evaluate and change priorities quickly and efficiently.

Essential Duties

- Lead a team of 2-3 people with responsibility for the integrity and maintenance of the facility, critical utility systems, process flow, and equipment operations.
- Schedule, assign, and monitor the activities of the maintenance personnel and other support staff used for maintenance and modification of the plant buildings, equipment, and grounds. Maintain a work schedule that ensures a maintenance team member is available to respond to breakdowns and emergency work.
- Work cross-functionally with other departments to coordinate preventative and unscheduled maintenance, prepare work orders, and keep the manufacturing lines up and running to meet production objectives.
- Make decisions on repair procedures (replace, repair, run until it breaks) in coordination with Central Division Manager, Engineering, Fabrication, and Production.
- Provide technical support, training, and day-to-day guidance to the maintenance team as part of mentoring, coaching, and development of their capabilities and decision-making skills.
- Collaborate with maintenance personnel by soliciting input, listening to their ideas, and encouraging their involvement while balancing tough decisions as situations warrant and holding people accountable for results.
- Aid in the development and project management of small capital projects.
- Assure compliance with all company policies and procedures such as Safety (responsible for stopping and correcting any non-safe act observed immediately); Lockout/Tag-out; Confined Space; HazMat; Hoist and Crane; Respirators; Fork Lift operation; Fire Prevention and Response.
- Responsible for improving and maintaining the preventative maintenance system, using MP2 as a management platform. Assign items to the maintenance crew and/or support staff.
- Verify completion of item(s) by the required date, and that housekeeping is complete.
- Improve, organize and maintain the parts storage area and inventory system, using MP2 as a management platform. Responsible for ordering parts and various plant supplies, and for maintaining proper quantities of repair parts.
- Ensure proper housekeeping is maintained in all maintenance areas.

Other Duties

- Know and perform all duties assigned to Maintenance personnel in Western's Emergency Preparedness Policy.
- Report all safety near-miss, incident, and accident occurrences, as well as observed unsafe acts, to management.
- Cross-train in making mold changes, machine operation, and other functions or tasks as required.
- Assist in day-to-day floor supervision of manufacturing operations.
- Other duties as assigned.

Required In-house Certifications

- Confined space.
- Lock-out/Tag-out.
- Forklift and scissor lift operation and safety (including in-house licensing to drive lifts).
- Respirator protection (including qualitative fit-testing and spirometry testing).
- Hoist equipment operation and safety.
- Arc flash safety.
- Other in-house training in personal protective equipment, hazard communication, and fire safety.

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 (2-3 hours) on the plant production floor.
- Required to typically work 8-10 hour shift; may be required to work 12-hour production shift or 12 hours in 24 hours.
- Overtime, call-in, and weekend work are may be required to minimize production downtime. Subject to 24-hour emergency calls during adverse conditions and other emergencies.
- Required to work in a hot environment (work environment temperature may exceed 100 degrees Fahrenheit) or in crowded and tight spaces.
- Required to lift to 70 pounds on occasion. Must understand and use ergonomically correct lifting techniques.
- Required to visually discern details of parts and equipment, see and differentiate color-coded wires and other objects, and possess close and distance vision.

Requirements

- A high school diploma and additional college or technical coursework or degree are desired.
- Strong experience with process improvement, manufacturing processes, and quality control management experience is desired.
- An electrical license is a major plus.
- Excellent computer skills.
- Exceptional verbal, written, and communication skills are required.
- A strong team builder.
- A wide range of prior maintenance experience at a manufacturing or related facility is required, preferably with experience supervising a maintenance department.
- Strong technical, mechanical, and electrical aptitude and experience.
- Knowledge and experience with PLC program maintenance and development are required.
- Strong troubleshooting ability.
- Strong hands-on experience with PM Programs.
- Ability to meet deadlines with a high degree of accuracy.
- Ability to read and interpret documents; analytical and creative skills to find solutions to complex problems.
- Ability to assist in day-to-day floor supervision or production operations, maintain product quality and customer satisfaction, manage manufacturing costs, and have a strong emphasis on safety.
- If new hire, successful completion of pre-employment drug test.

Benefits

- Group Health Insurance
- Voluntary Group Dental Insurance
- Voluntary Group Vision Insurance
- Section 125 Flexible Spending Account Plan
- 401(k) and Profit-Sharing Retirement Plan
- Voluntary Short-Term Disability
- Voluntary Life and AD&D Insurance
- Paid Vacation
- Paid Holidays