



Job Summary

POSITION: Operations Manager

REPORTS TO: President

Position Summary: Responsible for all aspects of the paper machine operations such as safety, productivity, efficiency, quality, housekeeping, personnel, long and short term planning, problem solving, maintenance planning, grade scheduling, machine clothing design and life, paper machine equipment design and life, budgeting, etc.

Primary job duties and responsibilities:

1. Works closely with the management team to set the course and direction of the paper production functions. Responsible for department budget and expense allocation.
2. Leads scheduled maintenance down planning meetings to develop timing, equipment repair, machine clothing changes, with operating and maintenance personnel.
3. Coach Machine Superintendents, Shift Supervisors and machine operators on machine operations. Exchange information, help mediate in some cases, cover team concerns, promote safety and quality, share results, etc.
4. Works to resolve operational problems and implement problem solving strategies.
5. Develop spread sheets to track efficiency, production, costs, and input data daily.
6. Analyze long term needs for improvements in the department and make recommendations for capital investment opportunities to President /VP of Operations.
7. Establish production standards for the paper machines.
8. Reviews paper quality daily and attends monthly Quality Review meetings.

Knowledge, Skills, and Abilities: Requires college degree in Paper Science, business management, or OJT equivalent. At least ten to fifteen years of paper production experience a must. Requires the ability to practically apply knowledge in policy development and its use as a guideline. Requires ability to plan, prioritize, and organize work effectively; work effectively under pressure and time deadlines; analyze problems (not just symptoms), propose reasonable solutions, make logical decisions, carry-out decisions made, and follow-up with feedback where appropriate.