



Job Description

POSITION: Shift Supervisor

DEPARTMENT: Paper Production

REPORTS TO: Paper Machine Superintendent

STATUS: Exempt

Position Summary: The Shift Supervisor supervises and directs the operations of the paper machine(s) in the manufacture of quality products that meet customer expectations. This position also focuses on safety while optimizing all aspects of the operation including machine efficiency and profitability.

Primary job duties and responsibilities

1. Manages the overall operation and crew in order to maximize production, efficiency and environmental by focusing on equipment and process reliability, minimizing waste and running at target speeds.
2. Responsible to meet shift production goals
3. Monitors and reviews paper machine operations routinely and takes corrective action as necessary to minimize lost time and improve quality and productivity
4. Track continuous improvement opportunities where performance issues are apparent and provide leadership/action plans for gap closure.
5. Maintains quality that meets or exceeds customer expectation by producing products that are within manufacturing guidelines.
6. Makes adjustments as necessary during the shift to produce products within specifications and rejects products that are outside specifications.
7. Responsible for overall safety of mill personnel and security of mill assets.
8. Supervises machine operation in accordance with plant policies and procedures and ensures that machinery and equipment are properly operated.
9. Promotes the use of safe work practices by coaching and monitoring employee activities in the plant.
10. Coordinates production startups, shutdowns and changeovers.
11. Train and coach each employee so they are fully qualified in current job assignment and are making progress to qualify for next job in line of progression in accordance with a documented and monitored employee development plan.
12. Responsible for shift schedule to include: work station assignment/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees and shift rotations.

Other Duties and Responsibilities:

1. Ensures that housekeeping standards are maintained for a clean and safe work area by performing periodic inspections and holding employees accountable.

2. Conducts periodic safety discussions, enforces safety rules/policies, supporting safety goals and conducting accident investigations.
3. Actively participates in all mill safety activities including safety meetings, weekly safety audits and safety observations.
4. Responsible for communication and teamwork with assigned area as well as to other areas, as needed.
5. Communicate with other Team Leaders and Mill Paper Machine Superintendents.
6. Schedule and conduct shift meetings.
7. Responsible for administrative/personnel issues on shift.
8. Coordinates with Human Resources for appropriate staffing levels.

Work Relationships and Scope: Reports directly to the Paper Machine Superintendents. Works closely with managers and supervisors at the Company. Due to the nature of the position, will work with almost all employees at the Company on an occasional or regular basis. Has limited contact with external services providers.