



WESTERN PULP PRODUCTS COMPANY

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Lead Machine Operator

Corvallis, OR

Position Overview

The Lead Machine Operator, operating under the direction of the Production Manager or Shift Supervisor, will be cross-trained in all essential production-oriented job assignments. These assignments will include molded fiber machine operator, beater operator, forklift and warehouse operator, mold setup, and packer on a production line. This individual will support production by being capable of leading the shift and performing any of the essential production-oriented tasks 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.

Essential Duties

This role performs the fundamental tasks of the following roles: Lead Operator, Production Forklift Operator, Wet and Dry End Production Team Member, and Mold Wash/Set Up. Essential duties of each of those positions can be obtained by request.

In addition to those duties, the following tasks will be also be required:

- 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).
- Continuously confirm that the products being produced match the Production Schedule.
- Continuously monitor product quality to published specifications and timely report out-of-specification product to appropriate personnel.
- Follow established formulas and processes for converting raw materials to finished goods.
- Operate a forklift in production, maintenance, and warehouse environments.
- Safely and efficiently assist in the setup or changeover of forming machine tooling.
- Diagnose quality issues and clean, repair, or change out equipment, or make in-process adjustments to effectively correct out-of-specification production.
- Set up, maintain, monitor, and troubleshoot the operation of all assigned equipment (including recording, reporting, and alarm devices), to ensure the safe and efficient operation of the machinery according to SOPs or to detect malfunctions.
- Maintain appropriate work area organization, housekeeping, and sanitation; clean all machinery, equipment, and facility as required.
- Communicate all relevant machine and process information with the appropriate incoming and outgoing production personnel to ensure smooth transitions between shifts.
- Immediately report to a Supervisor, Manager, or Human Resources all matters requiring their attention.
- Provide leadership and supervisory functions for the production team such as safety, quality, uptime, and other business indicators related to shift performance when a Shift Supervisor or Production Manager is not present.

Other Duties

- Know and perform all duties assigned in Western's Emergency Preparedness Policy.
- Report all safety near-miss, incident, and accident occurrences, as well as observed unsafe acts, to your supervisor.
- Cross-train in other functions or tasks as requested or required.
- Perform preventive maintenance tasks.
- 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 8-hour production shift; may be required to work a 10 or 12-hour production shift or 12 hours in 24 hours; may be required to work weekends.
- Required to work in a hot environment (work environment temperature may exceed 100 degrees Fahrenheit at times).
- Required to lift up 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 course work is desired.
- Strong verbal and written communication.
- Demonstrated strong leadership skills and experience leading a team to achieve excellent results.
- Prior production leadership or supervision experience at a manufacturing facility is a plus.
- Previous production experience as a machine operator.
- Strong attention to detail, good organizational skills, and excellent problem-solving skills.
- Ability and desire to work well cooperatively with others in a team environment.
- Willingness to work flexible hours.
- Basic mathematical aptitude and skills; English writing skills.
- Strong mechanical skills and a maintenance background are a plus.
- Basic ability to use Microsoft Office, especially Microsoft Excel, Word, and Outlook.
- Must be able to operate a forklift safely.
- Successfully complete a pre-employment drug test.