



**WESTERN PULP PRODUCTS COMPANY**

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# Dry End Production Team Member

*Corvallis, OR*

## Position Overview

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While confirming that the products being produced match the Production Schedule and continuously monitoring product quality, safely and efficiently retrieve products from a production line; manually transfer these products to the appropriate post-processing operation as necessary; set up, operate, monitor, and troubleshoot post-processing equipment; timely report out-of-specification product or malfunctioning equipment to appropriate personnel, pack finished product into the appropriate configuration as scheduled; and accurately account for products produced.

## Essential Duties

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- 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). Follow proper safety procedures when using post-processing equipment. Use proper ergonomic practices.
- Continuously confirm that the products being produced match the Production Schedule. Immediately notify the Machine Operator, Supervisor (or Lead Machine Operator) of any differences between production and the schedule.
- Continuously monitor product quality and timely report out-of-specification products to appropriate personnel.
- Work cooperatively with other Plant personnel in a team environment.
- Safely and efficiently retrieve products from a production line and manually transfer these products to the appropriate post-process operation as necessary.
- Safely and effectively set up, operate, monitor, and troubleshoot post-processing equipment.
- Diagnose operational safety or efficiency issues and clean, repair, or change out equipment, or make in-process adjustments to successfully correct malfunctioning, unsafe, or inefficient post-processing equipment. Actively involve the appropriate Western personnel to quickly assist in the resolution of these issues. Write maintenance work orders as needed.
- Pack finished products to established production standards and configuration provided in the Production Information Notebook or "Packer Handbook".
- Maintain appropriate work area organization, housekeeping, and sanitation; clean all machinery, equipment, and facility as required; perform assigned shift overlap duties.
- Accurately complete production accounting and reporting requirements such as pallet tickets and production sheets.
- Be able to perform all duties required on all production lines and all post-processing equipment, including all duties stated in the Production Information Notebook or "Packer Handbook".
- 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.

## Other Duties

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- Know and perform all duties assigned to dry-end employees.
- Demonstrate the personal flexibility to move between assignments as required.
- Perform Production Forklift duties as needed or required.
- 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.
- Mentor or train new or temporary employees as needed.
- Other duties as assigned.

## Physical Demands

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- 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 12-hour production shift or 12 hours in 24 hours; may be required to work weekends or 6-7 days a week.
- Required to work in a hot environment (work environment temperature may exceed 100 degrees Fahrenheit).
- Required to lift up to 50 pounds.
- Required to visually discern details of multiple products, see and differentiate colors, and possess close and distance vision.

## Requirements

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- Consistently reliable transportation and ability to arrive consistently and on time.
- Ability to work in a physically demanding job environment.
- Willingness to accept job assignments that entail repetitive duties, often at a fast pace.
- Ability to work independently with minimal supervision.
- Ability to safely drive a forklift preferred.
- Previous production experience; experience in a non-air conditioned fast-paced production process a plus.
- Strong attention to detail, ability, and desire to work well with others in a team environment.
- Basic mathematical aptitude and skills.
- Must be able to understand verbal instructions or directions in English.
- Effective verbal communication skills to communicate with supervisors, managers, maintenance personnel, and co-workers.
- Successfully complete a pre-employment drug test.