



MFT·CKF

Position Description – Team Leader – Shift 2

SUMMARY

The Wet End Team Leader is responsible for the daily efficiency and quality of the wet end process. This leader will closely monitor pulp quality and consistency to process along with monitoring operations, up time and part quality. Responsible for overseeing machine operators to ensure that production rates and quality standards are met. High level of attention will be given to training and development of Pulpers and Machine Operators to ensure that the department is functioning as a team. Additional responsibilities include assuring compliance to policies governing the completion of documentation and safety practices within the team along with continuous improvement activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Active production member, understands all machine functions in assigned area to ensure productivity and quality.
- Trains and mentors team members on specific job responsibilities in the work area. Helps to foster a positive team environment to encourage continual learning and shared knowledge to continually advance the team and the process going forward.
- Communicates with production supervisor concerning issues within the work area that may impact production and /or quality.
- Communicates with the dry end team leader to assure smooth flow throughout the process.
- Maintains highest level of quality on parts and when processes are out of tolerance, assist in trouble shooting equipment and process issues to permanently solve problems.
- Verify that pulper belts are being loaded with accurate weights, paper and height according to procedures.
- Ability to understand the consistency system and clean up procedures.
- Will assist in tool changes on the machines.
- Will provide the oncoming shift with bales of paper from the warehouse.
- Keeps area clean and organized by performing daily housekeeping.
- Performs as back up to the machine operator or pulper positions.
- Performs all other duties as assigned or needed.

QUALIFICATION REQUIREMENTS

- High School Diploma or GED or equivalent work experience with strong mechanical aptitude.
- General manufacturing skills, advanced math skills and use of standard and metric measuring equipment.
- Minimum 1 year experience in-house as a machine operator preferred.

ACCOUNTABILITY

Supervisory Responsibility

- Oversees production activities of employees in accordance with the organization's policies. May provide a limited and/or supportive role in training employees; planning and directing work. May be involved in providing feedback on employee performance. Assists in addressing complaints and resolving problems.

Complexity

- Decision making skills sufficient to direct the daily activities of team members to achieve quality.

Latitude of Judgment



MFT·CKF

- Daily judgment of product quality and employee performance required.
- Receives direction from production supervisor/manager regarding both production and personnel issues.

WORKING CONDITIONS AND PHYSICAL EFFORT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands/Efforts

- The position requires the ability to stand, walk, climb ladder and/or staircases, and/or sit.
- The incumbent must be able to use their hands to finger, handle and touch materials, parts and equipment.
- The position requires the ability to both talk and hear.
- Required to lift 30 lbs frequently; and pushes and/or lifts up to 65 lbs occasionally.

Visual Demands

- Specific vision abilities required by this position include: close and distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

- In the production environment, the position is frequently exposed to work near moving mechanical parts with occasional exposure to airborne particles.
- May infrequently be exposed to work in elevated area and exposed to above average temperatures and vibration.
- The noise level in the production work environment is usually loud.
- Employees are expected to comply with existing safety procedures including but not limited to proper lifting mechanics, use of protective equipment, lock-out-tag-out, fork lift operation policies, and maintaining a safe work environment.

OTHER JOB-SPECIFIC REQUIREMENTS

- Must work well in a team environment
- Ability to communicate effectively with fellow employees, supervisors and managers.
- Ability to effectively train less experienced operators.

LIMITATIONS AND DISCLAIMER

This document is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive description of all responsibilities, duties and skills required for the position as they may be changed at management discretion or in response to business demands.



MFT·CKF