



## **Position Title and Location**

Particleboard Production/Finishing Supervisor

Klamath Falls, Oregon - Collins Products

## **Position Description**

This position offers challenges and opportunities in the supervisory and leadership aspects of Particleboard manufacturing. The successful candidate will supervise production and finishing employees in accordance with plant and company policies and procedures ensuring the smooth operation of the plant during the operating shift.

## **Position Responsibilities**

- Work with team members to continuously improve the product and manufacturing process.
- Be familiar with and follow Standard Operating Procedures.
- Adhere to all safety rules, company rules and OSHA regulations as they pertain to general industry.
- Provide training and coaching to shift employees as required.
- Coordinate production and finishing start-ups, shut-downs and product changeovers.
- Assure a quality product is produced, finished and shipped within required specifications.
- Communicate shift activities with other shift supervisors, maintenance personnel, superintendents and plant manager on a daily basis.
- Complete required shift reports.
- Process employee time and attendance reports.
- Understand and manage production, finishing and shipping costs.
- Participate in and/or lead process improvement.
- Help employees resolve conflicts and/or complaints.
- Perform other related projects as assigned by the Plant Manager or Superintendent.
- Support operations in key variable tracking and data analysis.
- The shift supervisor must ensure excellence in environmental stewardship, quality, and safety.
- Assist in improving production, quality, testing and reporting processes.
- Ability to discipline as well as provide positive feedback to shift employees.
- Ability to advance, and fill-in for the Superintendent if required.

## **Position Requirements**

- Willingness to work shift schedules other than days that may include Saturday and Sunday work as part of the normal work week.
- Working knowledge of total quality concepts and statistical process control methods plus the ability to apply them in practical situations.
- Working knowledge of composite panel manufacturing processes is desirable.
- Excellent verbal and written communication skills.
- Proficient in Excel, Word and Access programs.
- Proficient in troubleshooting productivity and quality issues.
- Must be able to climb ladders and stairways to roofs, waste bins, and shavings silos.
- Must be able to walk approximately three miles per shift going around and between production and finishing.
- Work in a Union Plant Environment.
- Must pass drug screen and background check.
- Required personal protective equipment will include safety-toed foot wear, eye protection, hearing protection and hard hat.

*This bulletin is intended as a communication device.*

*This bulletin reflects a generalization of information and may not reflect all aspects of this position.*

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. Individuals with a disability, who need a reasonable accommodation in the application or hiring process, please contact*

*Human Resources at 503.826.5230 or [CollinsHR@collinsco.com](mailto:CollinsHR@collinsco.com).*



- Dependability a must.
- Ability to work in adverse weather conditions (heat, cold, snow, rain, dusty environments) at times.

**Wage**

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**Job Closing Date**

Open Until Filled

**Send Resumes To**

Human Resources, 6410 Highway 66, Klamath Falls, OR 97601

Email: [KFPBSP2020@CollinsCo.com](mailto:KFPBSP2020@CollinsCo.com)

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