

<b>JOB TITLE</b>	<b>Shift Supervisor</b>
<b>COMPANY</b>	Universal Paper Manufacturers
<b>DEPARTMENT</b>	Paper Factory
<b>PURPOSE OF THIS POSITION</b>	
<p>To maximize plant performance in a safe, legal and cost-effective manner within specification by utilizing available resources. Leading a team that is responsible for the total production function in terms of functional responsibilities of the Paper factory (stock preparation, tissue machine, and utilities). Aligning, guiding and co-coordinating the activities of a team to utilize the skills and experience of each team member to achieve targets in terms of production volumes, quality, uptime, safety, costs and staff development. Manage on a shift basis the Stock prep plant, Tissue machine and the boiler processes and people, ensuring effective performance of all aspects of the Operating units. Responsible for current performance of all processes while at the same time ensuring a safe environment for all the people. To keep management up to date of all risk, plant, equipment, people and quality issues.</p>	
<b>JOB TASKS &amp; RESPONSIBILITIES</b>	
<p><b>Manages plant productions, which include raw materials, availability of the machine and equipment, and the quality of the product.</b></p> <ul style="list-style-type: none"> <li>– Take and hand over shift</li> <li>– Ensure full complement of shift resources</li> <li>– Reduce unnecessary overtime on his or her shift</li> <li>– Optimize the equipment operational capabilities to the set standard</li> <li>– Maximise production output</li> <li>– Do plant walkabout and inspections and ensure all corrective action is taken against any deviations or equipment failure.</li> <li>– Process delays and stoppages are minimized</li> <li>– Adjust and adhere the daily making plan.</li> </ul> <p><b>Conduct and oversee the execution of production activities i.e. start-ups, shut downs, emergency stops, exception reports, log sheets graphs ext.</b></p> <ul style="list-style-type: none"> <li>– Evaluate external plant influences and adjust production rates accordingly</li> <li>– Analyse problematic operational system</li> <li>– Research and develop solutions to eliminate problematic operational system</li> <li>– Ensure integrity of OEE by correctly capturing information.</li> </ul> <p><b>Controlling expenditure within the assigned area of responsibility by optimizing chemical consumption, minimizing blade changes, preventative maintenance of equipment.</b></p> <ul style="list-style-type: none"> <li>– Overtime control of operators</li> <li>– Submit budget requirements (overtime, tools, PPE, communication, etc.)</li> <li>– Be aware of plant costs and manage accordingly</li> <li>– Be pro-active with regards to corrective and preventative maintenance</li> <li>– Ensure all work is performed according to generally accepted production practices and standards.</li> <li>– Suggest and implement continuous improvement projects</li> </ul>	<p><b>The Shift Supervisor will need to assist the Asset lead with creating the 5S and housekeeping schedule that will need to be maintained.</b></p> <ul style="list-style-type: none"> <li>– Accountable to ensure adherence to all safety BP's,</li> <li>– Ensure adherence to specific Legal Regulatory requirements.</li> <li>– Responsible for the sensible managing of all environmental issues.</li> <li>– Manage plant walk about on a daily basis.</li> <li>– Ensure all incumbents are legally licensed to operate equipment as required.</li> <li>– Compete PJO's as per BP in respect of lock out and clearances.</li> <li>– Complete PJO's as per notifications</li> <li>– Responsible for the safety and health of employees by managing of and compliance to legal requirements and company policies.</li> <li>– Conduct audits to ensure compliance to standards and legal requirements.</li> <li>– Raise and close out of SHEQ deviations</li> <li>– Comply with OHS Act requirements</li> </ul> <p><b>Incidental and shut management</b></p> <ul style="list-style-type: none"> <li>– Maintain, update and prioritize the shut list</li> <li>– All equipment is maintained (painting is done, lubrications is done)</li> <li>– Communicate plant shutdown and start-up plan to Production Manager and other plants</li> <li>– Ensure effective management of the shut plan</li> <li>– Responsible for ensuring raw materials for the shutdowns are in readiness by notifying the production manager of inventories that would be required.</li> </ul> <p><b>Co-ordinate all types of resources to achieve required production plan</b></p> <ul style="list-style-type: none"> <li>– Facilitate the effective functioning of the shift base teams.</li> <li>– Responsible for effective upward and downward communication</li> <li>– Mentoring, coaching and motivation</li> <li>– Actively engage in the disciplinary process</li> <li>– Initiate and update best practices as required</li> </ul>

## Effective management of human resources

- Manage the performance of subordinates (performance assessments)
- Responsible for IR of all subordinates, manage poor performance and recognize good performance
- Responsible for the effective rollouts and control of objectives
- Ensure adherence to all policies and procedures
- Authorization of overtime, leave and substitutions
- Manages manpower levels in accordance with operational requirements and budgets
- Gives training to the team and ensure succession planning within the department.
- Manages the availability and compliance of service departments
- Manage all training of personnel
- Management of Safety, Health, Environment and Quality, Ensure compliance to the SHE policy and procedures
- Create a safe work environment by identifying and managing risks

- Identify, manage and control risks
- Ensure corrective action on all non-conformances
- Understand and adhere to HR practices
- Ensure competency of subordinates with regards to plant licensing
- Do plant inspection (operational and maintenance) and ensure good housekeeping practices
- Participation in engagement survey and any other HR activities
- Encourage and create a culture of learning in the team

## Ensure compliance with business process of all relevant systems, Ensure Master data feedback accuracy, Ensure daily shift reports sent to all stake holders on time

- Ensure integrity of OEE and Hippo inputs
- Ensure compliance with notification and work order business processes
- Complete PJO's as per business process

## KNOWLEDGE, SKILLS & ABILITIES REQUIRED

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| <ul style="list-style-type: none"> <li>– Supervisory / Leadership skills</li> <li>– Computer Literacy – Excel, Word, Power Point, Hippo, Sage, Team work</li> <li>– Industrial Relations Skills</li> <li>– Interpersonal Skills</li> <li>– Self-Driven</li> <li>– Analytical Skills</li> <li>– Problem Solving Skills</li> </ul> | <ul style="list-style-type: none"> <li>– Motor Skills</li> <li>– Command Skills</li> <li>– Assertiveness</li> <li>– Systematic / Methodical</li> <li>– Work Pride</li> <li>– Communication</li> </ul> |
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## MINIMUM REQUIREMENTS

1. NDip Pulp and Paper preferred
2. B.Tech Pulp and Paper / Supervisory Development Programme (SDP)
3. Years manufacturing and Leadership skills
4. 3 Years exposure in the Pulp and Paper industry

## APPLICATION

- Submit your CV to Shamiel Narrandes at [snarrandes@upap.co.za](mailto:snarrandes@upap.co.za)
- **Proof of qualifications must accompany the application.**