



Position: Production Supervisor
Location: Burn Lake, BC

The Operations Team Leader (Production Supervisor) is responsible for the overall Safety, production, and cost performance of the plant as well as managing the hourly staff in carrying out all production related activities. The Team leader will build a strong culture of teamwork and collaboration within the shift they manage and the overall team.

Core Duties & Responsibilities Include:

Production Management

- Manage the process and material flows of daily, weekly and monthly activities.
- Provide regular reporting through the work order system on key activities.
- Implement existing production plans and make adjustments as directed or as necessary to produce products within the required specifications.
- Builds quality into all aspects of work by maintaining compliance to all quality requirements, completing fines, bulk density and other testing.
- Develop and recommend improvements to facilities, equipment or procedures to improve overall safety, quality and efficiency.
- Assist in the development and maintenance of policies and procedures for all Quality Systems.
- Monitors the quality of incoming raw materials as well as the finished products by reviewing testing data and constant interaction.
- Establish and support a work environment of continuous improvement that reinforces Pinnacle's policies on Quality, Systems and the applicable regulations.
- Schedules and or performs calibrations for plant measuring instruments which include weight scales, moisture testing equipment and other equipment as is required.

Owning Safety

- Actively participates in Owning Safety programs including the use of the Digital Action Tracking System (DATS) for recording safety conversations, observations and training.
- Sets an example and provides leadership for Pinnacle's Value of Owning Safety and the overall Safety program onsite.
- Ensures employees are properly and adequately trained with the appropriate documentation.
- Maintains Pinnacle's high standards of housekeeping within the department and with the participation of all team members.
- Utilizes MSDS for all chemicals used in the production and ensures all employees are adequately trained on their use.
- Active involvement in Pinnacle Burns Lake's OH&S Committee.



Team & Leadership

- Supervise employees through the Pellet manufacturing process, ensuring compliance to Safety, Production, Quality, Operating policies and procedures.
- Support Recruitment process; ensures the proper training and safety of all new hires; New & Young Workers program, Safety Indoctrination, Onboarding, Job Specific & Technical Training.
- Provide technical training certification (IVES) to direct reports around mobile equipment, safety, confined space, Hazard Identification etc.
- Conduct annual performance reviews with all production employees.
- Complete administrative requirements including overseeing shift payroll, overtime signoff and holiday request approvals.
- Lead shift performance management if required, coaching on the fly, feedback to employees on the floor and lead the first step disciplinary process where required including communication and documentation.
- Schedule all production employees to provide continuous coverage and meets the needs of management and employees.
- Liaise with other Pinnacle management including HR, Safety, Training and Senior Executives.

Minimum Requirements Education, Qualifications, Skills, Abilities

- 3 years of supervisory experience in a manufacturing environment.
- Minimum of 5 years working in industry, in a manufacturing/industrial setting, preferably in Pellet or wood products manufacturing.
- Completed high-school education; related post-secondary education would be an asset.
- Strong Leadership and effective people management skills.
- Experience in shift scheduling is an asset.
- Strong technical knowledge and experience (HMI, PLC troubleshooting an asset).
- Demonstrated ability to deal effectively with others in a diverse environment.
- Ability to prioritize and manage multiple projects at one time.
- Excellent oral and written communication skills.
- Proficient with personal computers, including Excel and Outlook.