

This form is to be used for salaried positions (professional, administrative, or technical). If you have questions about this form or its process, see the Help file (in E-mail or the forms web page), or call 253-924-4096.

Hiring Manager/Requested By <i>(PeopleSoft: Originator ID)</i> John Noffsinger	Department Manager <i>(PeopleSoft: Authorization ID)</i> John Noffsinger	Hiring Manager's Phone Number 304-765-4220	Date <i>(PeopleSoft: Effective Date)</i> 02/01/06
HR Contact Name Angela Demastus		HR Contact Phone 304-765-4237	

Job Posting Information

Business Unit ID <i>(PS)</i> OSBUS	Department ID <i>(PS)</i> 003475	Location Sutton, West Virginia	Job Code 100709 <input type="button" value="Look Up"/>
Business Title <i>(PeopleSoft: Duties)</i> Technical Team Leader			Number of Positions 1
Posting Type <input type="checkbox"/> None, Requisition/Tracking Only <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> External <input checked="" type="checkbox"/> All external jobs are posted to Yahoo! Hotjobs.com. If you do NOT want your posting on Yahoo! Hotjobs.com, clear this check box. For external advertising, please also complete the Recruiting Advertising Request form for Canada or the United States			<input type="button" value="Help"/>
Posting Time <input type="checkbox"/> None <input checked="" type="checkbox"/> 2 weeks <input type="checkbox"/> Other <i>(give dates—ALWAYS A FRIDAY)</i> <input type="checkbox"/> 1 week <input type="checkbox"/> 3 weeks Date Opened: Date Closed:		Salary Grade 37 <input checked="" type="checkbox"/> Display in the job posting	
Does this position have a salary level between 26 and 31 (inclusive) <i>and</i> is an administrative, customer service, or entry-level accounting position? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			If yes, do you want Manpower or Adecco to manage this search? <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Manpower <input type="checkbox"/> Neither <input type="checkbox"/> Adecco
Posting Description - This will be copied into your PeopleSoft requisition.			

Accountability:

The Technical Team Leader is accountable and responsible to continuously improve the process and product. This position will focus on key process-product variables which impact quality, optimization, and enhance the needs of our customers. The Technical Team Leader is also accountable and responsible for the leadership and development of five Technical associates. Team Leader will provide a focus for safety, housekeeping, quality, productivity and costs. The Technical Team Leader will provide assistance to the Technical associates for their functional area of the mill (Log Handling, Stranding, Screening, Drying, Energy, Environmental, Blending, Forming, Pressing, Finishing, and Shipping).

Number employees supervised 5

- Manages team and lab area safety
- Works within all safety aspects of the mill
- Develops and coordinates training to new associates
- Establishes performance standards and works with associates to meet behavioral expectations
- Establishes trust with associates through initiative, action, and follow-up
- Promotes change as a way of life
- Participates in Assessment Centers
- Uses situational leadership skills in the development of associates
- Individual Development Planning with Technical associates
- Responsible for document control, archiving, etc. of all Technical department records
- Ensures that all Technical department equipment has current calibration and certification
- Primary interface with 3rd party certification agency auditor
- Orders all resin and wax and is responsible for maintaining proper inventory levels
- Orders all Technical supplies
- Maintains the Technical department budget by controlling overtime, purchases, etc.
- Assists in the Technical month-end report
- Assists in developing or modifying mill quality plan
- Backs up the Technical Manager when he/she is away from the mill by becoming the mill contact for sales, customers, vendors
- Provides final disposition on any product placed on *Hold* for potential non-conformance
- Ensures adherence to the mill Quality Management System and address deficiencies
- Develops new reliable methods and updates methods
- Responsible for keeping the Technical Reliable Methods current
- Audits associates to ensure adherence to reliable methods
- Coordinates quality-related reliable methods to operations team
- Works with operations/technical teams to provide product/process knowledge and improvement plans
- Identifies process/product optimization projects and develops action plans for improvement
- Performs mill trials as determined by technical aspects of the mill and customer
- Interfaces with lab associates in optimizing quality variables and providing back-up services
- Leads team meetings, team building, team feedback, and performance reviews
- Focuses on customer service and Total Quality principles
- Communicates with associates in sharing wood science knowledge and experience
- Leads special projects and designed experiments to improve/optimize product/process quality

- Utilizes problem solving techniques in addressing product/process problems with transference of knowledge to the teams
- Analyzes variables utilizing scientific methods & SPC
- Coordinates Continuous Improvement activities
- Works with vendors on continuous improvement efforts
- Plans Technical associates down day activities
- Ensures that lab testing equipment, tools, saws, and software is adequate and in safe operating condition
- Monitor product properties by reviewing control charts every day
- Coordinates Technical Team Member vacation days to ensure the mill has Technical coverage

Knowledge/Skill and Ability:

- BS in Wood Science/Technology or Engineering related field with 5+ years experience or 10 years of experience
- Knowledge of quality control techniques and wood technology measurements
- Strong analytical skills
- Safety management practices
- Ability to problem solve/ troubleshoot
- Knowledge and understanding of Total Quality principles
- Strong interpersonal and leadership capabilities with ability/desire to work in a progressive team atmosphere
- Strong verbal and written communication skills
- Ability to communicate product knowledge
- Excellent project management skills
- Mechanical ability a plus
- Skilled in software applications
- Knowledge of ISO 9000 desirable
- Ability to work hard to get the job done right
- Flexible and supportive of change

Special Instructions/Notes

Post this ad in local newspapers, including:

Send Form