

# WASHINGTON MILLS

## Job Posting: Operations Supervisor

Washington Mills Hennepin, Inc.  
13230 Prairie Industrial Parkway  
Hennepin, IL 61327  
(815) 925-7302

### Company Description

Washington Mills is one of the largest producers of high quality abrasive and fused mineral products in the world. It has facilities throughout the U.S., Canada and Europe and serves a global customer base. Its principal business is the fusing of oxide and carbide minerals in electric arc and Acheson furnaces, as well as the grinding and classifying of the minerals into grains and powders. Established in 1868, Washington Mills continues a long history of excellence in serving raw materials to the abrasive, refractory, ceramic and industrial abrasive markets.

### Job Description

The Operations Supervisor plans, implements, and coordinates the day to day labor needs, heavy mobile equipment plan, and the processing & furnace yard schedule for the Hennepin Illinois facility. This role ensures that the appropriate techniques and strategies are applied to support the Operations Manager meet and exceed the material needs of our internal and external customers.

The Operations Supervisor leads and mentors the Processing & Furnace Yard Operators and Technicians to achieve overall performance goals for safety, quality, production, and cost. Coordinate shipping/processing/production/labor/equipment planning with departmental Managers, to ensure the manufacturing objectives are accomplished in a safe, timely, and cost-effective manner. The Operations Supervisor reports directly to the Operations Manager.

### Essential Functions

- Commitment to leading a safe work area, enforcing safety policies and leading by example
- Facilitate tool box talks and safety meetings
- Be able to strategize and set priorities in order to meet deadlines and achieve goals
- Plan, schedule, and organize daily, weekly, and up to monthly tasks to meet the demands for the production area
- Ensures quality standards are maintained to meet product specifications through liaison with the Quality Department.
- Analyze current operating procedures and offer solutions to make them safer &/or more efficient
- Ensure employees are at work on time, completing assigned tasks, and have what they need to complete the task at hand
- Able to provide immediate feedback to employees to handle issues including but not limited to conduct, attendance, and safety
- Administer and track training based on SOPs to develop the continuity of operations, improve performance, and develop the skills of direct supports
- Provide feedback on equipment condition and needs
- Investigate equipment and furnace failures, create detailed reports, and propose solutions
- Keep documentation of all operation activities and incidents
- Time & Labor Management: Approve Processing & Furnace Yard PTO and schedule coverage, audit time clock data weekly, arrange and post overtime requirements as needed
- Other assignments & duties as needed

## Required Skills

- Required -High School Diploma/GED, preferred- Associates/Technical/Undergraduate
- Excellent written and verbal communication skills
- Excellent interpersonal skills including the ability to work as part of a team as well as develop skills of direct reports
- Strong leadership, communication, and organizational skills to apply towards a dynamic scheduling environment
- Advanced analytical skills for creative problem solving, tracking, graphing, and interpreting KPIs
- Advanced proficiency with MS Word, Outlook, and Excel
- Experience with a labor union environment
- Knowledge of heavy mobile equipment (maintaining/operating), electrical, hydraulic, air, and water systems, pumps, motors, and conveyors.
- Construction/material handling background preferred
- Ability & flexibility to provide supervision on a rotating weekend basis
- Physical requirements: Must be able to lift 50 lbs., climb ladders and stairs. Walking, bending, stooping is required

## Compensation/Benefits

Washington Mills offers a comprehensive and competitive benefit package including:

- Medical and dental plans heavily subsidized by Company
- Company paid life insurance
- 401(k) with an employer match and employer contribution
- On-site parking
- Immediate paid vacation and holidays
- Family-friendly sick and personal leave
- Opportunities for career development

If interested, please send resume to: Washington Mills Hennepin, Inc. at [hennepinjobs@washingtonmills.com](mailto:hennepinjobs@washingtonmills.com)

The above statement reflects the general details considered necessary to describe principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

***Washington Mills is an Equal Opportunity Employer committed to workforce diversity. M/F/D/V. Qualified minorities, women, individuals with disabilities, and veterans are strongly encouraged to apply.***

***Dated: 11-12-20\_\_\_\_\_***

***Created By: RO\_\_\_\_\_***

***Approved By: DV\_\_\_\_\_***