

## **Job Posting: Mill Process Safety Coordinator**

### **Crossett Paper Operations**

**Supervisor: James W. Cutbirth      Date: May 4, 2011**

#### **RESPONSIBILITIES:**

The Mill Process Safety Coordinator (MPS) will serve as the MPS Compliance System Owner for the Crossett facility. This person will coordinate the establishment of site-specific MPS procedures and guidelines for the required MPS program elements as well as monitor the compliance status of these guidelines and elements.

The MPS Coordinator will ensure that all required internal assessments are conducted, manage the Management of Change (MOC) process; be or become a PHA Leader (process hazardous analysis), etc. The MPS Coordinator will maintain a tracking system for all open MPS action items to ensure timely resolution and provide overall support to the operation and maintenance areas affected by the MPS standard.

#### **EDUCATION:**

A Bachelors Degree in Chemical, Electrical or Mechanical Engineering is preferred. Work experience could mitigate this requirement.

#### **BASIC QUALIFICATION:**

Two to Three years working as a MPS Coordinator or exposure to managing/involvement in the overall MPS Program or EHS program at a manufacturing facility.

Excellent people skills and a strong work ethic are essential.

#### **KNOWLEDGE-SKILLS-ABILITIES:**

The candidate will preferably have a strong understanding of manufacturing processes and EHS aspects of the process associated with the Pulp & Paper industry. Knowledge of Mechanical Integrity requirements is essential. The candidate must be able to handle multiple tasks, be able to work with others, lead PHA/MOC meetings etc. Have the ability to suggest and provide analytical suggestions / solutions to ongoing elements associated with MPS.

Key attributes include (1) sense of urgency (2) team work (3) communication (4) Influencing & building relationships (5) Leading w/ courage.

**EXPECTATIONS of Position:**

- Provide Structure, Guidance and Supervision for implementation of MPS elements and drive the Management of Change (MOC) process for continuous improvement.
- Provide leadership and direction to achieve the MPS vision through management commitment and employee ownership.
- Review and update the facility MPS Guideline Manuals.
- Organize and conduct Process Hazard Analyses for non-covered processes.
- Conduct Periodic Internal Audits. Track all audit items/findings and ensure the findings are closed in a timely manner.
- Track and follow up on any open tasks or findings or recommendations from Risk Assessment, MOCs, and PHA etc. using the Action Plan Tracker or TRAX.
- Train and re-train new and current employees on MPS and its elements.
- Maintain PHA Leader certification and MPS Coordinator certification (Offered by GP as CPS Certification course).
- Manage and control files and documents pertaining to MPS i.e. webpage and library.
- Review and communicate the continuous improvement metrics to the affected employees.
- Ensure all elements (EP, OP, TRG, MOC) requirements as defined in the GP MPS Compliance Standard are met on the required basis.
- As applicable, work with personnel working in Process Areas to troubleshoot process issues and develop possible resolutions.
- Assists facility leadership with the development of short-term and long-term MPS objectives, targets, strategies, and measures that prioritize and mitigate risks.

Please contact James W. Cutbirth at [James.Cutbirth@GAPAC.com](mailto:James.Cutbirth@GAPAC.com)