

## POSITION DESCRIPTION

|                              |                 |
|------------------------------|-----------------|
| <b>POSITION TITLE:</b>       | Sawmill Cleaner |
| <b>DEPARTMENT:</b>           | Sawmill         |
| <b>PRIMARILY REPORTS TO:</b> | Sawmill Manager |
| <b>DIRECT REPORTS:</b>       | Nil             |

### POSITION SUMMARY

Ensure all duties (as listed below) are undertaken safely and efficiently, to Kiwi Lumber defined standards.

### FUNCTIONAL RELATIONSHIPS

#### Internal

- Sawmill Manager
- Sawmill Team

#### External

- Nil

| KEY RESULT AREAS                   | CORE RESPONSIBILITIES/DUTIES                                                                                                                                                                                                                                                                                         | KEY PERFORMANCE INDICATORS                                                                                                                                                                                                                                                                          |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Sawdust/particle removal</b> | <ul style="list-style-type: none"> <li>• Ensuring all equipment is isolated and machines locked out prior to undertaking duties.</li> <li>• Operating air compressor to blow down designated sawmill equipment and saw centres.</li> <li>• Sweeping sawdust/particles into piles and removing into waste.</li> </ul> | <ul style="list-style-type: none"> <li>• All tasks to be performed: Within specified timeframes. According to standard operating procedures. Adhering to established methods and relevant internal and external standards.</li> <li>• Documentation is completed accurately and on time.</li> </ul> |
| <b>2. Housekeeping</b>             | <ul style="list-style-type: none"> <li>• All work areas are kept clean and tidy.</li> <li>• Tools and equipment are put away after use.</li> </ul>                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Reports issues immediately to appropriate person and assists with identifying/implementing appropriate solutions.</li> <li>• Contributes toward achievement of company quality and production goals.</li> </ul>                                            |
| <b>3. Health &amp; Safety</b>      | <ul style="list-style-type: none"> <li>• Support and adhere to all company health and safety policies, procedures and programmes, including but not limited to;</li> <li>• Reporting all incidents, accidents and illnesses.</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>• Contributes towards achievement of company health and safety goals and culture.</li> </ul>                                                                                                                                                                 |

|                                            |                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                        |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                            | <ul style="list-style-type: none"> <li>• Adhering to isolation procedures at all times.</li> <li>• Contributing to identification and minimisation of hazards/risks.</li> <li>• Working in a safe manner at all times to avoid personal injury to self and others.</li> <li>• Wearing appropriate PPE at all times.</li> </ul> |                                                                                                                                                        |
| <b>4. Team &amp; Self Responsibilities</b> | <ul style="list-style-type: none"> <li>• Proactively communicate with entire Kiwi team.</li> <li>• Ensure positive work relationships are developed and maintained.</li> <li>• Work productively as part of the team.</li> <li>• Have a good attitude to learning new things and using this knowledge.</li> </ul>              | <ul style="list-style-type: none"> <li>• Proactively contributes to developing and maintaining a positive and high performing team culture.</li> </ul> |
| <b>5. Miscellaneous</b>                    | <ul style="list-style-type: none"> <li>• Complete any other assignments, projects or responsibilities delegated or assigned by Management.</li> </ul>                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Duties completed accurately and in a timely manner.</li> </ul>                                                |

#### PERSON SPECIFICATION

##### Desired Qualifications

- NCEA Level 1

##### Desired Experience/Skills

- Experience undertaking manual/physical duties.
- Experience in production/machinery environment.
- Sound comprehension skills.
- Able to work alone and unsupervised.

**Employee Name:** \_\_\_\_\_ **Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_