

POSITION DESCRIPTION

POSITION TITLE:	Kiln Operator
DEPARTMENT:	Kilns/Processing
PRIMARILY REPORTS TO:	Kiln Team Leader or Processing Department Manager
DIRECT REPORTS:	Nil

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

FUNCTIONAL RELATIONSHIPS	
Internal	External
<ul style="list-style-type: none"> Kiln/Processing Team 	<ul style="list-style-type: none"> Nil

KEY RESULT AREAS	CORE RESPONSIBILITIES/DUTIES	KEY PERFORMANCE INDICATORS
1. Loading/Unloading the Kiln	<ul style="list-style-type: none"> Loading and unloading of timber from kilns and trollies. Ensuring product is stored safely in the correct location. 	<ul style="list-style-type: none"> All tasks to be performed: Within specified timeframes. According to standard operating procedures. Adhering to established methods and relevant internal and external standards.
2. Operate Kiln Machinery	<ul style="list-style-type: none"> Setting up kiln changes according to production plan requirements and undertaking all related prestart tasks. Operating the kilns and boiler and related tasks smoothly and correctly in a way that does not cause unnecessary wear and tear. Monitoring fuel supply and machinery performance throughout production. Dealing with machinery jams/stoppages as required. 	<ul style="list-style-type: none"> Ensure the highest timber flow possible through the kiln/heatplant.
3. Documentation	<ul style="list-style-type: none"> Regularly entering information onto relevant systems and documentation. 	<ul style="list-style-type: none"> Documentation is completed accurately and on time and given to the correct person.
4. Quality/Housekeeping	<ul style="list-style-type: none"> Undertaking kiln moisture checks. 	<ul style="list-style-type: none"> Reports issues immediately to appropriate person and assists

	<ul style="list-style-type: none"> • Ensuring daily pre-operational checks are completed prior to operating machinery. • Tagging/isolating non-conforming product. • Performing any other required daily/weekly checks. • Undertaking regular cleaning of machinery. • All work areas are kept clean and tidy. • Tools and equipment are put away in correct place after use. 	<p>with identifying/implementing appropriate solutions.</p> <ul style="list-style-type: none"> • Timber is processed to meet specification/grade. • Contributes toward achievement of company quality and production goals.
5. Health & Safety	<ul style="list-style-type: none"> • Support and adhere to all company health and safety policies, procedures and programmes, including but not limited to; • Reporting all incidents, accidents and illnesses. • Adhering to isolation procedures at all times. • Contributing to identification and minimisation of hazards/risks. • Working in a safe manner at all times to avoid personal injury to self and others. • Wearing appropriate PPE at all times. 	<ul style="list-style-type: none"> • Contributes towards achievement of company health and safety goals and culture.
6. Team & Self Responsibilities	<ul style="list-style-type: none"> • Proactively communicate with entire Kiwi team. • Ensure positive work relationships are developed and maintained. • Work productively as part of the team. • Have a good attitude to learning new things and using this knowledge. 	<ul style="list-style-type: none"> • Proactively contributes to developing and maintaining a positive and high performing team culture.
7. Miscellaneous	<p>Complete any other assignments, projects or responsibilities delegated or assigned by Management.</p>	<ul style="list-style-type: none"> • Duties completed accurately and in a timely manner.

PERSON SPECIFICATION

Desired Qualifications

- NCEA Level 2
- Relevant Forklift Qualifications (specifically Forklift Operator/OSH Certificate)

Desired Experience/Skills

- 2+ years' operating kiln/heatplant in timber industry.
- Forklift driving experience.
- Experience undertaking manual/physical duties.
- Sound written and numeracy skills.
- Basic computer skills.
- Basic mechanical aptitude.

Employee Name: _____ **Employee Signature:** _____ **Date:** _____