

POSITION DESCRIPTION

POSITION TITLE:	Sawmill Operator
DEPARTMENT:	Sawmill
PRIMARILY REPORTS TO:	Sawmill Team Leader/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 <ul style="list-style-type: none"> Sawmill Manager Sawmill Team Forklift Operators 	External <ul style="list-style-type: none"> Nil

KEY RESULT AREAS	CORE RESPONSIBILITIES/DUTIES	KEY PERFORMANCE INDICATORS
1. Operate Sawmill Machinery and Equipment (Includes Edger, Resaw, Headrig, Trimsaw, Anti-Sapstain, Grader, Chipper and Stacker)	<ul style="list-style-type: none"> Setting up machine according to production plan requirements and undertaking all related prestart tasks. Operating specific machinery/control panels and related tasks smoothly and correctly in a way that does not cause unnecessary wear and tear. Monitoring machinery performance throughout production. Dealing with machinery jams/stoppages as required. 	<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. According to cut plan requirements. Ensure the highest timber flow possible through the mill. Recover the maximum value from every log/board. Reports issues immediately to appropriate person and assists with identifying/implementing appropriate solutions.

<p>2. Quality/Housekeeping</p>	<ul style="list-style-type: none"> • Undertaking product grading/quality related tasks including but not limited to size control checks. • All work areas are kept clean and tidy. • Undertaking specific machinery cleaning/maintenance tasks as required. • Tools and equipment are put away after use. 	<ul style="list-style-type: none"> • Boards measured/sized accurately and recorded. • Boards graded accurately and consistently. • Machinery size adjustments notified to correct person and any issues reported to Sawmill Manager. • Contributes toward achievement of company quality and production goals.
<p>3. Documentation</p>	<ul style="list-style-type: none"> • Entering information onto relevant computer system/document as required. 	<ul style="list-style-type: none"> • Documentation/computer system is completed accurately, on time and according to internal procedures.
<p>4. Health & Safety</p>	<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.
<p>5. Team & Self Responsibilities</p>	<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.

6. Miscellaneous	<ul style="list-style-type: none"> • Complete any other assignments, projects or responsibilities delegated or assigned by Management. 	<ul style="list-style-type: none"> • Duties completed accurately and in a timely manner.
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PERSON SPECIFICATION

Desired Qualifications

- NCEA Level 2
- NZ Certificate in Solid Wood Manufacturing or equivalent

Desired Experience/Skills

- 2+ years' operating machinery in a relevant industry.
- Experience undertaking manual/physical duties.
- Sound written, numeracy and computer skills.

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