

F.H. STOLTZE LAND & LUMBER COMPANY

JOB DESCRIPTION/PHYSICAL DEMANDS SUMMARY

A. JOB TITLE: Forklift Operator - Green Yard

B. JOB QUALIFICATIONS:

High school graduate or equivalent preferred, with the ability to read, write, and do simple math required. Must have good depth perception, night vision and coordination to operate machine controls. Recent, documented training and experience in safe forklift operation and lumber handling will be given a strong preference. Heavy equipment mechanical background and dry kiln operation preferred.

C. JOB SUMMARY:

Under the supervision of the Plant Superintendent and the shift foremen. The Green Yard Forklift Operator removes the stacked lumber units from the Sawmill and stacks these units in the Green Yard or on the Dry Kilns. Works closely with the Planer Forklift Operators, outside Truck Drivers, the Sawmill Stacker Crew, Shop Personnel and other Forklift Operators.

D. ESSENTIAL JOB FUNCTIONS:

1. Removes stacked lumber from the Sawmill and Green Chain.
2. Tallies and tickets units correctly.
3. Determines where individual units should be stored.
4. Constructs a loading diagram for each kiln charge to be loaded.
5. Determines what kiln carts must be used for each kiln change.
6. Stacks lumber on the kiln carts to make a kiln change.
7. Pulls part of the inventory ticket off the unit when loaded.
8. Pushes the charge into the kiln.
9. Keeps the sticker rack chain full at all times.
10. Removes reject lumber from the stacker reject-racks.
11. Re-introduces rerun lumber back into the Sawmill.
12. Maintains an inventory of stickers, clubs, inventory tickets and staples.
13. Ensures that there is an adequate supply of kiln carts.
14. Inspects forklift daily and reports problems to the shop.
15. Immediately reports all lumber quality problems.
16. Immediately reports all lumber stacking problems.
17. Keeps stacker outfeed chains cleared.
18. Attends to kiln loading and yard maintenance even when Sawmill is not operating.

E. INFREQUENT/MARGINAL JOB FUNCTIONS:

1. Load/unloads various pieces of machinery or parts.
2. Picks up and restacks spilled units of lumber by hand.
3. Substitutes for other Forklift Operators.
4. Greases kiln carts.
5. Cleans up the Green Yard.
6. Picks up bottoms for yard maintenance and lays them back down..
7. Performs other duties as required.

F. PERFORMANCE STANDARDS:

1. Demonstrates the ability to operate the forklift in a safe manner.
2. Demonstrates the ability to operate the forklift to minimize loss and damage to lumber.
3. Demonstrates the willingness to work overtime, including evenings and/or weekends.
4. Promptly reports possible mechanical problems with the forklift.
5. Demonstrates accuracy in completing inventory tickets.
6. Ensures that inventory tickets are legible.
7. Accurately sorts lumber units by size, length class, species and age.
8. Loads kiln charges to maximize the even distribution of air flow in the kilns.
9. Immediately reports lumber quality and lumber stacker problems.
10. Ensures that stacker chains are kept clean.
11. Leaves a maximum of one unit on the stacker chains at the end of each shift.
12. Informs Supervisor before supplies of stickers ,clubs, inventory tickets and staples become critically low.
13. Demonstrates the ability to work independently, without direct supervision.
14. Demonstrates the ability to communicate, cooperate and work effectively with supervisors and other employees.
15. Demonstrates knowledge of and compliance with safe operating procedures.
16. Demonstrates good performance, safety and attendance.
17. Demonstrates knowledge of and compliance with lockout procedures.
18. Works well under pressure.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

OCCUPATIONAL HEALTH SERVICES

JOB ANALYSIS/PHYSICAL DEMANDS SUMMARY

EMPLOYEE: _____

EMPLOYER: F.H. STOLTZE LAND & LUMBER COMPANY

JOB TITLE: FORKLIFT OPERATOR - GREEN YARD

I. PHYSICAL DEMANDS

	Rarely (1 - 5%)	Occasionally (6 - 33%)	Frequently (34 - 66%)	Continuously (67 - 100%)
A. Sitting	_____	_____	<u>X</u> -----X	_____
B. Standing	<u>X</u>	_____	_____	_____
C. Walking	_____	<u>X</u>	_____	_____
D. Driving (Steering)	_____	_____	<u>(Forklift) X</u> -----X	_____
E. Lifting				
1. 0 - 10 lbs. Level	_____	<u>X</u>	_____	_____
	<u>Ranges ground to knee/waist/chest/shoulder/overhead</u>			
2. 11 - 20 lbs. Level	_____	<u>X</u>	_____	_____
	<u>Ranges ground to knee/waist/chest/shoulder/overhead</u>			
3. 21 - 35 lbs. Level	_____	<u>X</u>	_____	_____
	<u>Ranges ground to knee/waist/chest/shoulder/overhead</u>			
4. 36 - 50 lbs. Level	<u>X</u>	_____	_____	_____
	<u>Ranges ground to knee/waist/chest/shoulder</u>			
5. 51 - 100 lbs. Level	<u>X</u>	_____	_____	_____
	<u>Ground to waist, shoulder to thigh (60#)</u>			
6. Over 100 lbs. Level	N/A	_____	_____	_____
F. Carrying				
1. 0 - 10 lbs. Distance	<u>X</u>	_____	_____	_____
	<u>Up to 25 feet</u>			
2. 11 - 20 lbs. Distance	<u>X</u>	_____	_____	_____
	<u>Up to 25 feet</u>			
3. 21 - 35 lbs. Distance	<u>X</u>	_____	_____	_____
	<u>Up to 25 feet</u>			
4. 36 - 50 lbs. Distance	<u>X</u>	_____	_____	_____
	<u>Up to 25 feet</u>			
5. 51 - 100 lbs. Distance	<u>X</u>	_____	_____	_____
	<u>Up to 25 feet</u>			
6. Over 100 lbs. Distance	N/A	_____	_____	_____
G. Push / Pull				
Activity / Object	<u>X (Up to 80# force)</u>			
	<u>Levers, kiln doors, lumber bottoms, tightening cables (up to 100# force using body weight)</u>			
H. Stooping / Bending	_____	<u>X</u>	_____	_____
I. Squatting	<u>X</u>	_____	_____	_____
J. Kneeling	<u>X</u>	_____	_____	_____
K. Crawling	N/A	_____	_____	_____
*L. Twisting	_____	_____	<u>X (while seated)</u>	_____

Forklift Operator	Rarely (1 - 5%)	Occasionally (6 - 33%)	Frequently (34 - 66%)	Continuously (67 - 100%)
M. Climbing	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Activity	<u>On/off forklifts (up to 20"), onto forklift fender, onto 18" platform, lumber piles (up to 6')</u>			
N. Balance	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
O. Reaching				
1. Below Waist	<u> X-----</u>	<u>-----X </u>	<u> </u>	<u> </u>
2. Waist to Chest	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
3. At Shoulder	<u> X-----</u>	<u>-----X </u>	<u> </u>	<u> </u>
4. Above Shoulder	<u> X-----</u>	<u>-----X </u>	<u> </u>	<u> </u> P.
Hands				
1. Simple Grasp	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
2. Firm Grasp	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
3. Fine Manipulating	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Q. Foot Controls				
1. Right Foot	<u> </u>	<u> </u>	<u> X-----</u>	<u>-----X </u>
2. Left Foot	<u> </u>	<u> </u>	<u> X-----</u>	<u>-----X </u>
R. Head / Neck				
1. Flexion	Yes <u> X </u>	No <u> </u>		
2. Rotation	Yes <u> X </u>	No <u> </u>		
S. Talking	Yes <u> X </u>	No <u> </u>		
T. Hearing	Yes <u> X </u>	No <u> </u>		
U. Vision				
1. Near Acuity	Yes <u> X </u>	No <u> </u>		
2. Far Acuity	Yes <u> X </u>	No <u> </u>		
3. Depth Perception	Yes <u> X </u>	No <u> </u>		
4. Color Vision	Yes <u> X </u>	No <u> </u>		
5. Field of Vision	Yes <u> X </u>	No <u> </u>		

II. EQUIPMENT Forklift, miscellaneous tools

III. ENVIRONMENTAL CONDITIONS

- A. Inside 80-90 % Outside 10-20 %
- B. Temperature (Non-Weather Related): Normal X Extreme Cold Extreme Heat
- C. Humidity (Non-Weather Related): Normal X Wet Dry
- D. Hazards: Mechanical Electrical Chemical Burns Cuts Noise X Dust X Fumes X
Heights X Moving Machinery X Vibration Slippery Surfaces X Explosives
Other Uneven terrain
- E. Safety Equipment Required: Hard hat, earplugs, appropriate footwear

IV. COMMENTS: *Frequent twisting occurs to look behind while operating the forklift and steering backwards. Will perform head, neck and torso twisting movements to operate the forklift in reverse.

EQUIPMENT (FORKLIFT OPERATOR - GREEN YARD)
LIFT/CARRY

<u>ITEM</u>	<u>WEIGHT</u>	<u>LEVEL LIFTED</u>
Staple Gun	4#	Ranges ground to knee/waist/chest/ shoulder/overhead
Dunnage (may lift 1-3 at a time)	5 - 12#	Ranges ground to knee/waist/chest/ shoulder/overhead
Clubs	Up to 15#	Ground to waist/chest
Lumber bottoms	60#	Ground to 3"

<u>ITEM</u>	<u>FORCE REQUIRED</u>
Levers/steering wheel	10 to 15#
Lumber bottoms	60#
Kiln doors	50 to 80#
Tightening rail car cables	Pull up to 60#; push up to 100# using body weight

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OCCUPATIONAL HEALTH SERVICES
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