

F.H. STOLTZE LAND & LUMBER COMPANY

JOB DESCRIPTION/PHYSICAL DEMANDS SUMMARY

A. JOB TITLE: Plant Equipment Operator

B. JOB QUALIFICATIONS:

Must be 18 years or older, high school graduate or equivalent preferred. Experience in safe forklift, loader operations and lumber handling will be given a strong preference. Must have good depth perception, eye sight and coordination to operate machine controls. Heavy equipment mechanical background and knowledge of lumber and dry kiln operations preferred. Licensed CDL given preference. Must be able to successfully complete and pass pre-employment drug screen and work steps physical

C. JOB SUMMARY:

Under the supervision of the Plant Superintendent and the department Shift Foremen, the Plant Equipment Operator, operates various forklift equipment in the sawmill, planer, classifier and general plant yard areas depending on the department that the equipment operator is assigned to. The Plant Equipment Operator works closely with other department operators, sawmill and planer personnel, truck drivers, contactors and the general public.

D. ESSENTIAL JOB FUNCTIONS GREEN YARD OPERATOR:

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 and ensures that there is an adequate supply of kiln carts.
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. Inspects forklift daily and reports problems to the shop.
14. Immediately reports all lumber quality problems.
15. Immediately reports all lumber stacking problems.
16. Keeps stacker outfeed chains cleared.
17. Leaves a maximum of one unit on the stacker chains at the end of each shift if possible.
18. Attends to kiln loading and yard maintenance even when Sawmill is not operating.

E. ESSENTIAL JOB FUNCTIONS PLANER DRY YARD OPERATOR:

1. Operates forklift to move lumber, dunnage, parts, supplies and machinery.
2. Accurately places units while loading and unloading kilns, lumber bottoms and planer infeed.
3. Sets up planer pattern runs.
4. Ability to keep both planers supplied with the proper size lumber, in the proper sequence.
5. Helps bring lumber, sticker racks, and cleanup carts to and from the planer and sawmill.
6. Organize and maintain dry inventory yard, by species and length.

F. ESSENTIAL JOB FUNCTIONS CLASSIFIER OPERATOR:

1. Loads and separates plant waste by-products through screen table
2. Loads customer trucks with dirt filings as required
3. Maintains maintenance on screen table
4. Operates a front-end loader for yard maintenance and clean-up.
5. Hauls by-products to and from areas as needed.
6. Assists other operators and employees as needed.
7. Routinely inspects, helps care for, cleans and fuels yard equipment. Reports yard equipment mechanical problems to the shop.
8. Operates sanding truck as needed.
9. Operates water truck when needed.

G. ESSENTIAL JOB FUNCTIONS YARD MAINTENANCE OPERATOR:

1. Works with the Boiler room to load and unload trucks with wood by-products.
2. Plows snow when needed, including weekends.
3. Maintains all plant roads and parking lots, working closely with other operators.
4. Operates a front-end loader for yard maintenance and clean-up.
5. Assists with cleanup under the sawmill de-barker.
6. Hauls by-products to and from areas as needed.
7. Assists Kiln Operator in loading and unloading of dry kilns.
8. Assists other operators and employees as needed.
9. Routinely inspects, helps care for, cleans and fuels yard equipment. Reports yard equipment mechanical problems to the shop.
10. Keeps railroad tracks and switches clear of mud and snow.
11. Operates sanding truck as needed.
12. Picks up and transports plant dumpsters trash to county landfill

H. INFREQUENT/MARGINAL JOB FUNCTIONS ALL OPERATORS:

1. Load/unloads various pieces of equipment and supplies as needed.
2. Picks up and restacks spilled units of lumber by hand.
3. Substitutes for other Equipment Operators.
4. Greases kiln carts when applicable.
5. Maintains and organizes green yard, dry yard and general plant yard areas.
6. Completes the equipment checklist sheet and inspects equipment daily.
7. Reports all equipment mechanical issues to the maintenance shop, immediately.
8. Assists with picking up and laying back down lumber bottoms
9. Drives water truck when needed.
10. Handles sticker racks and club racks.
11. Keeps the railroad siding and switches clear of mud, snow and ice.
12. Performs other duties as required.

I. PERFORMANCE STANDARDS ALL OPERATORS:

1. Demonstrates the ability to operate equipment efficiently and in a safe manner
2. Demonstrates the ability to operate equipment to minimize loss and damage to lumber.
3. Demonstrates the ability to work independently, without direct supervision.
4. Demonstrates the ability to communicate, cooperate and work effectively with supervisors, other employees and the general public
5. Demonstrates the willingness to work overtime, including evenings and/or weekends and varying shifts.
4. Demonstrates accuracy in completing inventory tickets, when applicable to duties.
5. Accurately sorts lumber units by size, length class, species and age.
6. Loads kiln charges to maximize the even distribution of air flow in the kilns, when applicable to duties.
7. Demonstrates knowledge of and compliance with safe operating procedures.
8. Demonstrates good performance, safety and attendance.
9. Works well under pressure.
10. Consistently keeps equipment and lumber yard clean.

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.

PLANT EQUIPMENT OPERATOR JOB TIERS:

Operator Trainee

Learns how to safely and efficiently operate a forklift/loader, to load/unload various pieces of equipment and lumber units. The Operator Trainee learns how to maintain lumber inventory in both the green yard and the dry yard, along with equipment operations for plant yard maintenance and the dry Kilns.

Equipment Operator II

Minimum of six (6) months of forklift/loader experience in safe loading/unloading of equipment and lumber units. The Equipment Operator II, is proficient in tasks in one area of the plant, whether it be the green yard, the dry yard, plant yard maintenance or the dry kilns. Has working knowledge of lumber products and inventory rotations. Ability to perform all job functions and performance standards.

Equipment Operator I

Minimum of one (1) year of forklift/loader experience in safe loading/unloading of equipment and lumber units. The Equipment Operator I is proficient in all duties of equipment (Forklift/Loader) operations on the plant site. Works with other operators to maintain efficiency and high quality of lumber units and inventory. Working knowledge of lumber products and inventory rotations required. Able to train and evaluate new operators. Equipment Operator 1 with CDL license receives lead pay when using CDL license for plant duties.

OCCUPATIONAL HEALTH SERVICES

JOB ANALYSIS/PHYSICAL DEMANDS SUMMARY

EMPLOYEE: _____

EMPLOYER: F.H. STOLTZE LAND & LUMBER COMPANY

JOB TITLE: PLANT EQUIPMENT OPERATOR

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.	_____	<u>X</u>	_____	_____
Level	<u>Ranges ground to knee/waist/chest/shoulder/overhead</u>			
2. 11 - 20 lbs.	_____	<u>X</u>	_____	_____
Level	<u>Ranges ground to knee/waist/chest/shoulder/overhead</u>			
3. 21 - 35 lbs.	_____	<u>X</u>	_____	_____
Level	<u>Ranges ground to knee/waist/chest/shoulder/overhead</u>			
4. 36 - 50 lbs.	<u>X</u>	_____	_____	_____
Level	<u>Ranges ground to knee/waist/chest/shoulder</u>			
5. 51 - 100 lbs.	<u>X</u>	_____	_____	_____
Level	<u>Ground to waist, shoulder to thigh (60#)</u>			
6. Over 100 lbs.	_____	_____	_____	_____
Level	N/A	_____		
F. Carrying				
1. 0 - 10 lbs.	<u>X</u>	_____	_____	_____
Distance	<u>Up to 25 feet</u>			
2. 11 - 20 lbs.	<u>X</u>	_____	_____	_____
Distance	<u>Up to 25 feet</u>			
3. 21 - 35 lbs.	<u>X</u>	_____	_____	_____
Distance	<u>Up to 25 feet</u>			
4. 36 - 50 lbs.	<u>X</u>	_____	_____	_____
Distance	<u>Up to 25 feet</u>			
5. 51 - 100 lbs.	<u>X</u>	_____	_____	_____
Distance	<u>Up to 25 feet</u>			
6. Over 100 lbs.	_____	_____	_____	_____
Distance	N/A	_____		
G. Push / Pull	<u>X (Up to 80# force)</u>			
Activity / Object	<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>	_____

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

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/LOADER OPERATORS)
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"

Lifts/carries over 50# are assisted when/where possible by use of cart, hoist, forklift, crane or coworker assistance. All lifts/carries over 75# are with device or coworker assistance

<u>ITEM</u>	<u>PUSH/PULL</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