

F.H. STOLTZE LAND & LUMBER COMPANY

JOB DESCRIPTION/PHYSICAL DEMANDS SUMMARY

A. JOB TITLE: Steam and Power Plant Manager

B. JOB QUALIFICATIONS:

Must have minimum of five years' experience in steam production and or power generation including supervisor or management experience, college degree preferred. Experience must include high pressure steam generation, water treatment, environmental regulations, and data management. Must have excellent communication and computer skills and experience with maintaining and managing large amounts of data generated by the Cogeneration Plant. Must hold or be able to acquire 1st Class Montana Boiler Operator License. Must be willing to participate in a team management environment working to incorporate Steam and Powerplant operations into overall Company goals and operations.

C. JOB SUMMARY:

Under the supervision of the Plant Manager, the Steam and Power Plant Manager is responsible for all aspects of operation and maintenance of the FH Stoltze Cogeneration Plant. The Steam and Powerplant Manager is responsible for comprehensive personnel supervision including scheduling, training, recruitment and retention for the full team of powerplant personnel. The Manager is responsible for providing or making available training, mentoring and continuing education opportunities for personnel to maintain appropriate licensing and certifications. Works closely with the Power Plant Maintenance Coordinator and other maintenance personnel and contractors to schedule and perform all aspects of planned maintenance and unplanned repairs for the Cogeneration Plant. Works closely with the Sawmill and Planer Superintendent, Lands & Resource Manager and outside suppliers to schedule byproducts flow in and out of the plant and procure necessary fuel for operation. Manages all facets of the efficient operation of the Cogeneration Plant. Responsible for providing power production forecasts and reports to BPA and local utility as well as the FH Stoltze management team. Responsible for reporting, testing and all duties related to the environmental permitting and adhering to all environmental regulations. Works closely with the Dry Kiln Operators to ensure lumber drying is performed efficiently.

D. ESSENTIAL JOB FUNCTIONS:

1. Efficiently manage the safe production and use of steam for all plant purposes, including power production, lumber drying and building heat.
2. Ensure the Cogeneration Plant is in compliance with all local, State and Federal laws and regulations.
3. Creates schedules for all Cogeneration Plant employees.
4. Works with other departments to ensure adequate fuel is maintained for boiler operations.
5. Works with the Maintenance Coordinator to ensure proper spare parts inventories are maintained.
6. Responsible for developing projects and budgets to make the Cogeneration Plant more safe, efficient and profitable.
7. Responsible for all production scheduling and forecasting.
8. Hire qualified Power Plant employees and ensure proper ongoing training is applied.
9. Works with water treatment provider to ensure that the Cogeneration Plant is properly protected and inspected.
10. Works with the Cogeneration Plant insurance company to ensure the plant is properly maintained and up to code.
11. Responsible for the creation of reports on production and budget for Management Team.
12. Creates and submits accurate reports on power production and environmental metrics to appropriate partners and agencies in a timely manner.
13. Creates annual budget for review by FH Stoltze Management Team.
14. Administers outside contracts for work in the Cogeneration Plant.
15. Negotiates and administers contracts with contractors and suppliers.
16. Coordinates with other companies on fuel procurement with the Lands and Resources Manager and Plant Manager.
17. Oversees fuel quality assurance program.
18. Oversees all quality assurance and preventative maintenance programs.
19. Responsible for maintaining and developing all applicable written procedures and protocols for the Cogeneration Plant.
20. Must be available to respond to plant personnel when there are upsets in water treatment, kiln control, fuel handling, electrical issues or other emergencies that can shut down the plant, damage components or injure employees.
21. Must demonstrate a high level of knowledge of all critical Cogeneration Plant systems and standard operating procedures.
22. Responsible for maintaining all applicable logs, environmental testing, test data and any other written or electronic documents related to the Cogeneration Plant.
23. Assists Plant Manager with Plant wide environmental testing, documentation and compliance.
24. Oversee truck scheduling for the chips, sawdust, shavings and bark.
25. Attends seminars, meetings and continuing education programs.
26. Represents the Cogeneration Plant at board meetings, community meetings or other public functions as necessary.
27. Properly maintain and operate company vehicle.
28. Performs other duties as needed.

E. PERFORMANCE STANDARDS:

1. Demonstrates strong communication, leadership and supervisory skills, including cooperation with colleagues and management and mentorship of direct reports.
2. Establish a safe work environment.
3. Demonstrates knowledge of and compliance with safe operating procedures, lockout/tagout, and especially concerning hazards of fire and steam.
4. Demonstrates the ability to manage power production schedules, goals and deadlines effectively.
5. Demonstrates the ability to complete work independently and on deadline. Demonstrates accuracy in creating reports and spreadsheets for plant tracking.
6. Must be available on nights and weekends to assist in troubleshooting and problem solving when the plant is having issues.
7. Ensure that the Power Plant operates within budget.
8. Ensures all regulatory and environmental compliance for the Power Plant are met.
9. Ensure all actions and preventative measures are taken to minimize Power Plant downtime.
10. Provides reports and updates in a timely manner to ownership and management.
11. Demonstrates reliable and dependable work habits.
12. Demonstrates the ability to communicate, cooperate and work effectively with managers, supervisors and other employees.
13. Participates in long term strategic planning to ensure continued operation and maintenance of the facility and planning of capital investments.

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: STEAM AND POWER PLANT MANAGER

I. PHYSICAL DEMANDS	Rarely (1 - 5%)	Occasionally (6 - 33%)	Frequently (34 - 66%)	Continuously (67 - 100%)
A. Sitting	_____	_____	<u>X</u>	_____
B. Standing	_____	<u>X</u>	_____	_____
C. Walking	_____	_____	<u>X</u>	_____
D. Driving	<u>X</u>	_____	_____	_____
E. Lifting				
1. 0 - 10 lbs. Level	_____	<u>X</u>	_____	_____
	<u>Ground to waist</u>	_____	_____	_____
2. 11 - 20 lbs. Level	_____	<u>X</u>	_____	_____
	<u>Ground to waist</u>	_____	_____	_____
3. 21 - 35 lbs. Level	_____	<u>X</u>	_____	_____
	<u>Ground to waist</u>	_____	_____	_____
4. 36 - 50 lbs. Level	<u>X</u>	_____	_____	_____
	<u>Ground to waist/shoulder</u>	_____	_____	_____
5. 51 - 100 lbs. Level 75#	<u>X</u>	_____	_____	_____
	<u>Knee to waist</u>	_____	_____	_____
6. Over 100 lbs. Level N/A	_____	_____	_____	_____
F. Carrying				
1. 0 - 10 lbs. Distance	_____	<u>X</u>	_____	_____
	<u>Up to 10 feet</u>	_____	_____	_____
2. 11 - 20 lbs. Distance	_____	<u>X</u>	_____	_____
	<u>Up to 10 feet</u>	_____	_____	_____
3. 21 - 35 lbs. Distance	_____	<u>X</u>	_____	_____
	<u>Up to 10 feet</u>	_____	_____	_____
4. 36 - 50 lbs. Distance	<u>X</u>	_____	_____	_____
	<u>Up to 10 feet</u>	_____	_____	_____
5. 51 - 100 lbs. Distance N/A	_____	_____	_____	_____
6. Over 100 lbs. Distance N/A	_____	_____	_____	_____
G. Push / Pull	<u>X</u>	<u>X (Up to 155#)</u>	<u>X (Up to 25#)</u>	_____
Activity / Object	_____	_____	_____	H.
Stooping / Bending	<u>X</u>	_____	_____	_____
I. Squatting	<u>X</u>	_____	_____	_____
J. Kneeling	<u>X</u>	_____	_____	_____
K. Crawling	<u>X</u>	_____	_____	_____

EQUIPMENT (POWER PLANT OPERATOR)
LIFT/CARRY

<u>ITEM</u>	<u>WEIGHT</u>	<u>LEVEL LIFTED</u>
Shovel	5# empty Up to 25# with ash	Ground to waist
Broom	5#	Waist level
Scraper bar	15#	Ground to waist
Salt (bags)	50#	Ground to shoulder
Wheelbarrow handle	75#	Knee to waist

PUSH/PULL

<u>ITEM</u>	<u>FORCE REQUIRED</u>
Loader	Up to 10#
Draft	15#
Fuel gates	25#
Levers for blowdown valves	27 - 75#
Wheelbarrow	30#
Damper	35 - 100#
Scraper (cleaning grates)	Up to 50#