

# **F.H. STOLTZE LAND & LUMBER COMPANY**

## **JOB DESCRIPTION/PHYSICAL DEMANDS SUMMARY**

**A. JOB TITLE: Kiln Operator - Planer**

**B. JOB QUALIFICATIONS:**

Must be 18 years or older, safety performance and attendance are key requirements. Experience preferred in the operation and maintenance of lumber dry kilns and knowledge of the lumber industry and lumber grades. Knowledge and experience in safe forklift and front-end loader operations and maintenance will be given a strong preference. Ability to perform basic computer operations required. Must be able to successfully complete and pass pre-employment drug screen and work steps physical

**C. JOB SUMMARY:**

Under the supervision of the Planer QC Foreman, the Kiln Operator is in charge of Kiln operations and lumber drying for the entire plant. Operates four (4) dry kilns to dry lumber to target moisture content with minimum lumber degrade. Works closely with the Plant QC Foreman and Lumber Sales manager to determine lumber species and drying schedules for the Kilns, also works closely with the Planer Foreman, Power Plant Superintendent, Boilermen, Forklift Operators and Lumber Graders.

**D. ESSENTIAL JOB FUNCTIONS:**

1. Responsible for diagraming and set up of track layouts
2. Operates the computer which controls the kilns.
2. Selects and modifies schedules used to dry lumber.
3. Maintains and repairs the kilns including, but not limited to, tracks, carts, traps, steam coils, baffles, fans and the kiln structures.
4. Tests lumber to determine correct moisture content and maximize lumber quality.
5. Checks loading of kilns.
6. Coordinates kiln schedules with Boiler Room personnel.
7. Operates a forklift to properly load and unload kiln carts with lumber units
8. Operates a front-end loader to load and unload the kilns with lumber charges
9. Frequently confers with the Planer Head Grader QC to evaluate how the drying process affected the grade recovery and trim loss of the lumber.
10. Maintains a clean work area.
11. Communicates repair needs to Millwrights and Plant Superintendent

*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.*

**E. INFREQUENT/MARGINAL JOB FUNCTIONS:**

1. Communicates with the yard equipment operators for possible road and yard maintenance needed.
2. Operates front-end loader to clean debris around plant.
3. Operates front-end loader to plow snow in winter.
4. Operates a front-end loader to level and repair roadways.
5. Inspects, helps care for, cleans and fuels the Kiln forklift and loader equipment daily. Reports any equipment issues to the mechanical shop
6. Assists with major repair projects performed on the kilns.
7. Operates front-end loader to stockpile and load hog fuel.
8. Coordinates truck loading of sawmill by-products.
9. Operates water truck if needed and available.
10. Performs other duties as required.

**F. PERFORMANCE STANDARDS:**

1. Regularly seeks out the Plant Superintendent and Planer Foremen for feedback on the effect of drying on the finished lumber.
2. Actively seeks new information and technology to improve drying.
3. Demonstrates the willingness to work irregular hours, coming to the plant on evenings and weekends to check lumber.
4. Utilizes free time efficiently.
5. Able to work independently without direct supervision.
6. Demonstrates skill in problem solving.
7. Works in a safe manner and observes all plant safety programs and procedures
8. Works well under pressure.
9. Demonstrates good performance, safety and attendance.
10. Demonstrates the ability to communicate, cooperate and work effectively with supervisors and other employees.

## **G. KILN OPERATOR JOB TIERS**

### **Kiln Operator Base**

The Kiln Operator Trainee will learn to check kiln charges for moisture content at all stages of the drying process, learn to load and unload kilns using a forklift and front-end loader, assist kiln operators with routine repair and maintenance.

### **Kiln Operator II**

Kiln Operator II has the ability to load and unload kilns efficiently and in a timely manner. Is able to coordinate a 'clean up' charge from a mill species changeover. Can navigate and use the Wellons computer software to input schedules and monitor kiln operations. Can perform kiln hot checks and print moisture reports using Wagner software. Able to operate and maintain kilns without direct supervision.

### **Kiln Operator I**

Minimum of six (6) months of experience in the operation and maintenance of lumber dry kilns. Experience with Kiln computer operations required. Working knowledge of all facets of lumber manufacturing, including lumber grades and products. Ability to make adjustments to temperature, humidity, and ventilation to properly dry lumber. Thorough understanding of drying lumber without warp, splits, mold and insects without degrading value. Set up custom drying schedules to achieve specific moisture percentages on products. Works closely with Boilerman and understands how to monitor steam available and steam demand, particularly on Kiln startup. Able to operate and maintain Kilns without direct supervision. Ability to perform all job functions and performance standards.

### **Lead Kiln Operator**

Minimum of one (1) year of experience in the operation and maintenance of lumber dry kilns. The Lead Kiln Operator is in charge of Kiln operations and lumber drying schedules for the entire plant. Trains and mentors other Kiln Operators. Performs Quality Control duties such as hot/cold moisture checks on lumber. Monitors the performance of each kiln to determine if maintenance is required. Works closely with Planer Quality Control and monitors the effectiveness of drying schedules. Coordinates run schedules with Kiln Supervisor and Sales.

# OCCUPATIONAL HEALTH & WELLNESS

## JOB ANALYSIS/PHYSICAL DEMANDS SUMMARY

EMPLOYEE: \_\_\_\_\_ EMPLOYER: F.H. STOLTZE LAND & LUMBER COMPANY

JOB TITLE: KILN OPERATOR - PLANER

### I. PHYSICAL DEMANDS

	Rarely (0 - 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 (front-end loader, water truck, forklift)    </u>		_____
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    </u>			
4. 36 - 50 lbs. Level	<u>    X    </u>	_____	_____	_____
	<u>    Ranges ground to knee/waist    </u>			
5. 51 - 100 lbs. Level	<u>    X    </u>	_____	_____	_____
	<u>    Ranges ground to knee/waist    </u>			
6. Over 100 lbs. Level	N/A	_____	_____	_____
F. Carrying				
1. 0 - 10 lbs. Distance	_____	<u>    X    </u>	_____	_____
	<u>    Up to 100 feet    </u>			
2. 11 - 20 lbs. Distance	_____	<u>    X    </u>	_____	_____
	<u>    Up to 100 feet    </u>			
3. 21 - 35 lbs. Distance	<u>    X    </u>	_____	_____	_____
	<u>    Up to 75 feet    </u>			
4. 36 - 50 lbs. Distance	<u>    X    </u>	_____	_____	_____
	<u>    Up to 75 feet    </u>			
5. 51 - 100 lbs. Distance	<u>    X    </u>	_____	_____	_____
	<u>    Up to 75 feet    </u>			
6. Over 100 lbs. Distance	N/A	_____	_____	_____
G. Push / Pull				
Activity / Object	_____	<u>    X-----X (maximum force 145#)    </u>		_____
	<u>    Levers, shoveling, kiln doors, lumber, cables, baffles, come-a-long, oil drums, water valves    </u>			
H. Stooping / Bending	<u>    X    </u>	_____	_____	_____
I. Squatting	<u>    X    </u>	_____	_____	_____
J. Kneeling	<u>    X    </u>	_____	_____	_____



**EQUIPMENT (KILN OPERATOR - PLANER)**

**LIFT/CARRY**

<b><u>ITEM</u></b>	<b><u>WEIGHT</u></b>	<b><u>LEVEL LIFTED</u></b>
Scraper bar	10#	Ground level
Misc. tools/equipment	Up to 20#	Ranges ground to knee/waist/chest/ shoulder/overhead
Oil (5 gal.)	45#	Ground to knee
Lumber	3 - 100#	Ground to waist

**\*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\***

**PUSH/PULL**

<b><u>ITEM</u></b>	<b><u>FORCE REQUIRED</u></b>
Levers (front-end loader)	12#
Baffles (25-50 x per shift)	20 - 75#
Come-a-long (1x per shift)	40#
Kiln doors (8-10x per shift)	75 - 145#
Oil drum - 55#	100#