

# F.H. STOLTZE LAND & LUMBER COMPANY

## JOB DESCRIPTION/PHYSICAL DEMANDS SUMMARY

### A. JOB TITLE: Kiln Operator

### B. JOB QUALIFICATIONS:

Must be at least 18 years old. Strong safety performance and reliable attendance are essential. Previous experience in operating and maintaining lumber dry kilns, as well as knowledge of the lumber industry and grading, is preferred. Candidates with experience in the safe operation and maintenance of forklifts and front-end loaders will be given strong consideration. Basic computer skills are required. Must pass a pre-employment drug screen and job-related physical.

### C. JOB SUMMARY:

Under the supervision of the Plant Supervisor and Planer Shift Lead. **The Kiln Operator** is in charge of Kiln operations and lumber drying for the entire plant. The Kiln Operator operates four (4) dry kilns to dry lumber to target moisture content with minimum lumber degradation. Works closely with the Lumber Sales manager to determine lumber species and drying schedules for the Kilns, also works closely with the Planer Shift Lead, the Quality Optimization Supervisor. Power Plant Superintendent, Boilermen, and Planer personnel.

### D. ESSENTIAL JOB FUNCTIONS:

- Design and set up track layouts for kiln operations
- Operate the computer system that controls kiln functions
- Select and adjust drying schedules to optimize lumber quality
- Maintain and repair kilns, including tracks, carts, traps, steam coils, baffles, fans, and kiln structures
- Test lumber moisture content to ensure proper drying and maximize quality
- Inspect kiln loading for proper setup and efficiency.
- Coordinates kiln schedules with Boiler Room personnel.
- Operate a forklift to load and unload kiln carts with lumber units.
- Use a front-end loader to handle lumber charges for kilns
- Work closely with the Planer Head Grader QC to assess the impact of drying on grade recovery and trim loss
- Maintains a clean and organized work area.
- Report repair needs to Millwrights and the Plant Supervisor

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

- Communicate with yard equipment operators regarding necessary road and yard maintenance
- Operates front-end loader to clean debris around plant
- Use a front-end loader to plow snow during the winter months
- Operates a front-end loader to level and repair roadways
- Inspect, maintain, clean, and refuel kiln forklifts and loader equipment daily
- Reports any equipment issues to the mechanical shop
- Assist with major kiln repair projects
- Operates front-end loader to stockpile and load hog fuel
- Coordinates truck loading of sawmill by-products.
- Operates water truck if needed and available
- Performs other duties as required

**F. PERFORMANCE STANDARDS:**

- **Production Efficiency:**
  - Maintains the ability to keep up with lumber flow and production levels
  - Regularly consults with the Plant Superintendent and Planer Foremen for feedback on the drying process and its impact on finished lumber.
  - Works efficiently under pressure while maintaining focus and productivity
  - Utilizes free time efficiently to maximize productivity
- **Teamwork & Communication:**
  - Communicates, cooperates, and works effectively with supervisors and coworkers
  - Follows complex verbal and written instructions accurately
  - Adapts to new tasks and changing situations as needed
- **Job Knowledge & Adaptability:**
  - Demonstrates a willingness to learn and perform various tasks
  - Able to work independently, without direct supervision
  - Actively seeks new information and technologies to improve drying efficiency
  - Quickly adapts to new challenges and responsibilities
  - Identifies problems and suggests solutions to improve production efficiency
  - Demonstrates strong problem-solving skills and takes initiative in troubleshooting issues

**PERFORMANCE STANDARDS CONTINUED:**

- **Attendance & Reliability:**

- Maintains strong performance, safety awareness, and attendance
- Willing to work irregular hours, including evenings and weekends, to monitor lumber conditions

- **Safety & Compliance:**

- Understands and adheres to all safety protocols, including lock-out/tag-out, fire prevention, hazard communication, forklift safety, PPE, fall protection, ladder safety, and confined space safety
- Remains attentive to preventive maintenance and overall lumber quality
- Adapts to varying work conditions, including different weather and surface conditions

*\* This job description is not intended as an employment contract and does not guarantee employment for any specific duration. F.H. Stoltze reserves the right to modify, amend, or terminate this job description at any time without prior notice \**

**KILN OPERATOR JOB TIERS:**

**Kiln Operator Base**

**The Kiln Operator Trainee** will be trained to monitor kiln charges for moisture content throughout the drying process, operate a forklift and front-end loader to load and unload kilns, and assist kiln operators with routine maintenance and repairs

**Kiln Operator II**

**The Kiln Operator II** is proficient in efficiently loading and unloading kilns in a timely manner. They can coordinate a "clean-up" charge during a mill species changeover and effectively navigate Wellons' computer software to input schedules and monitor kiln operations. Additionally, they can perform kiln hot checks and generate moisture reports using Wagner software. The Kiln Operator II is capable of operating and maintaining kilns independently without direct supervision

**Kiln Operator I**

**The Kiln Operator I** has a minimum of six (6) months of experience in the operation and maintenance of lumber dry kilns. Proficiency in kiln computer operations is essential. The Kiln Operator I should have a solid understanding of all aspects of lumber manufacturing, including lumber grades and products. The role requires the ability to adjust temperature, humidity, and ventilation to ensure proper drying while preventing defects such as warping, splitting, mold, and insect damage. Experience in setting up custom drying schedules to achieve specific moisture percentages is necessary. The Kiln Operator I must work closely with the Boilerman to monitor steam availability and demand, especially during kiln startup. This position requires the ability to operate and maintain kilns independently without supervision while meeting all job functions and standards.

**Lead Kiln Operator**

**The Lead Kiln Operator** must have a minimum of one (1) year of experience in the operation and maintenance of lumber dry kilns. They are responsible for overseeing kiln operations and managing lumber drying schedules for the entire plant. In addition, the Lead Kiln Operator trains and mentors other kiln operators. They perform quality control tasks, including hot and cold moisture checks on lumber. The Lead Kiln Operator monitors the performance of each kiln to assess if maintenance is needed and works closely with the Plant Supervisor to evaluate the effectiveness of drying schedules. They also coordinate run schedules with the Lumber Sales manager.

# OCCUPATIONAL HEALTH & WELLNESS

## JOB ANALYSIS/PHYSICAL DEMANDS SUMMARY

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

JOB TITLE: KILN OPERATOR

### I. PHYSICAL DEMANDS

|                                     | Rarely<br>(0 - 5%)  | Occasionally<br>(6 - 33%)  | Frequently<br>(34 - 66%)     | Continuously<br>(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.<br>Level             | _____   | <u>          X          </u>   | _____                        | _____                       |
|                                     | <u>Ranges ground to knee/waist/chest/shoulder/overhead</u>  |  |                              |                             |
| 2. 11 - 20 lbs<br>Level             | _____   | <u>          X          </u>   | _____                        | _____                       |
|                                     | <u>Ranges ground to knee/waist/chest/shoulder/overhead</u>  |  |                              |                             |
| 3. 21 - 35 lbs.<br>Level            | <u>          X          </u>  | _____  | _____                        | _____                       |
|                                     | <u>Ranges ground to knee/waist</u>  |  |                              |                             |
| 4. 36 - 50 lbs.<br>Level            | <u>          X          </u>  | _____  | _____                        | _____                       |
|                                     | <u>Ranges ground to knee/waist</u>  |  |                              |                             |
| 5. 51 - 100 lbs.<br>Level           | <u>          X          </u>  | _____  | _____                        | _____                       |
|                                     | <u>Ranges ground to knee/waist</u>  |  |                              |                             |
| 6. Over 100 lbs.<br>Level           | _____   | _____  | _____                        | _____                       |
|                                     | N/A   |  |                              |                             |
| F. Carrying                         |   |  |                              |                             |
| 1. 0 - 10 lbs.<br>Distance          | _____   | <u>          X          </u>   | _____                        | _____                       |
|                                     | <u>Up to 100 feet</u>   |  |                              |                             |
| 2. 11 - 20 lbs<br>Distance          | _____   | <u>          X          </u>   | _____                        | _____                       |
|                                     | <u>Up to 100 feet</u>   |  |                              |                             |
| 3. 21 - 35 lbs.<br>Distance         | <u>          X          </u>  | _____  | _____                        | _____                       |
|                                     | <u>Up to 75 feet</u>  |  |                              |                             |
| 4. 36 - 50 lbs.<br>Distance         | <u>          X          </u>  | _____  | _____                        | _____                       |
|                                     | <u>Up to 75 feet</u>  |  |                              |                             |
| 5. 51 - 100 lbs.<br>Distance        | <u>          X          </u>  | _____  | _____                        | _____                       |
|                                     | <u>Up to 75 feet</u>  |  |                              |                             |
| 6. Over 100 lbs.<br>Distance        | _____   | _____  | _____                        | _____                       |
|                                     | N/A   |  |                              |                             |
| G. Push / Pull<br>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>  | _____  | _____                        | _____                       |
| K. Crawling                         | <u>          X          </u>  | _____  | _____                        | _____                       |

|                                  | Rarely<br>(0 - 5%)   | Occasionally<br>(6 - 33%)                    | Frequently<br>(34 - 66%) | Continuously<br>(67 - 100%) |
|----------------------------------|--|--|--------------------------|-----------------------------|
| L. Twisting                      | <u>    X    </u>   | <u>          </u>                            | <u>          </u>        | <u>          </u>           |
| M. Climbing                      | <u>          </u>  | <u>    X (can be weighted up to 45#)    </u> | <u>          </u>        | <u>          </u>           |
| Activity                         | <u>    In/out of cab (27-29" to 1st step), onto roof, into vent openings on roof, ladder, metal stairs    </u> |  |                          |                             |
| N. Balance                       | <u>          </u>  | <u>    X    </u>                             | <u>          </u>        | <u>          </u>           |
| O. Reaching (Full arm extension) |  |  |                          |                             |
| 1. Below Waist                   | <u>          </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>          </u>                            | <u>          </u>        | <u>          </u>           |
| 4. Above Shoulder                | <u>    X    </u>   | <u>          </u>                            | <u>          </u>        | <u>          </u>           |
| P. Hands                         |  |  |                          |                             |
| 1. Simple Grasp                  | <u>          </u>  | <u>    X    </u>                             | <u>          </u>        | <u>          </u>           |
| 2. Firm Grasp                    | <u>          </u>  | <u>    X    </u>                             | <u>          </u>        | <u>          </u>           |
| 3. Fine Manipulating             | <u>          </u>  | <u>    X    </u>                             | <u>          </u>        | <u>          </u>           |
| Q. Foot Controls                 |  |  |                          |                             |
| 1. Right Foot                    | <u>          </u>  | <u>    X    </u>                             | <u>          </u>        | <u>          </u>           |
| 2. Left Foot                     | <u>          </u>  | <u>    X    </u>                             | <u>          </u>        | <u>          </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>          </u>  | No <u>    X    </u>                          |                          |                             |
| 5. Field of Vision               | Yes <u>    X    </u>   | No <u>          </u>                         |                          |                             |

**II. EQUIPMENT**     Front end loader, forklift, miscellaneous tools/equipment - see equipment list    

**III. ENVIRONMENTAL CONDITIONS**

- A. Inside     50     %                      Outside     50     %
- B. Temperature (Non-Weather Related): Normal     X     Extreme Cold      Extreme Heat     X
- C. Humidity (Non-Weather Related): Normal     X     Wet     X (Steam)     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 when operating machinery, appropriate footwear

**IV. COMMENTS:**     \*Postural changes are available - the Kiln Operator can sit or stand at their discretion.

**EQUIPMENT (KILN OPERATOR)**

**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/<br>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#                         |

Sandy Reichhoff, M.A., C.R.C.  
**OCCUPATIONAL HEALTH & WELLNESS**  
(406) 751-4192  
08-07-07