

F.H. STOLTZE LAND & LUMBER COMPANY

JOB DESCRIPTION/PHYSICAL DEMANDS SUMMARY

A. JOB TITLE: Plant Equipment Operator (forklift)

B. JOB QUALIFICATIONS:

Must be at least 18 years old. Strong safety performance and reliable attendance are essential. Preference will be given to candidates with experience in safe forklift and loader operations, and lumber handling. This role requires: good depth perception, eyesight, and coordination for effective machine operation. The ability to remain seated for long shifts while maneuvering the forklift, often on rough or uneven surfaces. Frequent climbing in and out of the forklift, using small steps and handrails for support. Working in varying temperatures, including extreme heat or cold, on uneven terrain, and exposure to dust, noise, and vibrations. Heavy equipment mechanical background and knowledge of lumber and dry kiln operations preferred. A pre-employment drug screen and job-related physical are required.

C. JOB SUMMARY:

Under the supervision of 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 the operator is assigned to. The Plant Equipment Operator works closely with other department operators, sawmill and planer personnel, truck drivers, contractors, and the general public.

D. ESSENTIAL JOB FUNCTIONS **GREEN YARD OPERATOR:**

- Operates forklift to move lumber, dunnage, parts, supplies, and machinery
- Removes stacked lumber from the Sawmill and Green Chain
- Tallies and tickets lumber units correctly
- Determines where individual units should be stored
- Determines what kiln carts must be used for each kiln change and ensures there's an adequate supply of kiln carts
- Stacks lumber on kiln carts to make a kiln charge
- Pulls part of the inventory ticket off the unit when loaded.
- Pushes the charge into the kiln.
- Keeps the sticker rack chain full at all times.
- Removes reject lumber from the stacker reject racks.
- Re-introduces rerun lumber back into the Sawmill.
- Maintains an inventory of stickers, clubs, inventory tickets, and staples
- Conducts daily inspections, cleaning, fueling, and basic maintenance of forklift equipment, reporting any issues to the mechanical shop
- Immediately reports all lumber quality and stacking problems to the shift foreman
- Keeps stacker outfeed chains cleared
- Leaves a maximum of one unit on the stacker chains at the end of each shift if possible
- Attends to kiln loading and yard maintenance when the Sawmill is not operating

Plant Equipment Operator (forklift)

E. ESSENTIAL JOB FUNCTIONS **PLANER & DRY YARD OPERATOR:**

- Operates forklift to move lumber, dunnage, parts, supplies, and machinery
- Accurately places units while loading and unloading kilns, lumber bottoms, and planer infeed
- Sets up planer pattern runs
- Keeps both planers supplied with the proper size lumber, and in the proper sequence
- Helps bring lumber, sticker racks, and cleanup carts to and from the planer and sawmill
- Conducts daily inspections, cleaning, fueling, and basic maintenance of forklift equipment, reporting any issues to the mechanical shop
- Organize and maintain dry inventory yard, by species and length

F. ESSENTIAL JOB FUNCTIONS **CLASSIFIER OPERATOR:**

- Operates a front-end loader for yard maintenance and clean-up
- Conducts daily inspections, cleaning, fueling, and basic maintenance of forklift equipment, reporting any issues to the mechanical shop
- Loads and separates plant waste by-products through screen table
- Loads customer trucks with dirt filings as required
- Maintains maintenance on-screen table
- Hauls by-products to and from areas as needed
- Assists other operators and employees as needed
- Routinely inspects, helps care for, cleans, and fuels yard equipment. Reports yard equipment mechanical problems to the shop
- Operates sanding truck as needed
- Operates water truck when needed

G. ESSENTIAL JOB FUNCTIONS **YARD MAINTENANCE OPERATOR:**

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

H. INFREQUENT/MARGINAL JOB FUNCTIONS ALL OPERATORS:

- Load/unload various pieces of equipment and supplies as needed
- Picks up and restacks spilled units of lumber by hand
- Substitutes for other Equipment Operators
- Loads kiln charges to maximize the even distribution of airflow in the kilns, when applicable to duties
- Greases kiln carts when applicable
- Maintains and organizes green yard, dry yard, and general plant yard areas
- Completes the equipment checklist sheet and inspects equipment daily
- Reports all equipment mechanical issues to the maintenance shop, immediately
- Assists with picking up and laying back down lumber bottoms
- Accurately sorts lumber units by size, length class, species, and age
- Drives water truck when needed
- Handles sticker racks and club racks
- Keeps the railroad siding and switches clear of mud, snow, and ice
- Performs other duties as required

I. PERFORMANCE STANDARDS ALL OPERATORS:

- Safely operates a forklift, demonstrating skill to minimize lumber loss and damage
- Performs job duties independently with minimal supervision
- Demonstrates the ability to communicate, cooperate, and work effectively with supervisors, other employees, and the general public
- Willingness to work overtime, including evenings and/or weekends and varying shifts
- Demonstrates accuracy in completing inventory tickets, when applicable to duties.
- knowledge of and adherence to safe operating procedures, including lock-out/tag-out, fire prevention, hazard communication, forklift safety, personal protective equipment (PPE), fall protection, ladder safety, and confined space safety (this list is not exhaustive)
- Maintain consistent performance, safety standards, and attendance
- Works efficiently under pressure while staying focused and productive
- Manages time effectively and meets all essential job functions and standards

**** 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 ****

PLANT EQUIPMENT OPERATOR JOB TIERS:

Base Operator:

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 is required. Able to train and evaluate new operators. Equipment Operator 1 with a CDL license receives lead pay when using a 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 (forklift)

I. PHYSICAL DEMANDS

	Rarely (1 - 5%)	Occasionally (6 - 33%)	Frequently (34 - 66%)	Continuously (67 - 100%)
A. Sitting	_____	_____	<u>X</u> -----	----- <u>X</u>
B. Standing	<u>X</u>	_____	_____	_____
C. Walking	_____	<u>X</u>	_____	_____
D. Driving (Steering)	_____	_____	(Forklift) X -----	----- <u>X</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/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>	_____

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>		<u> P </u>
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 <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.

Analysis Performed by Sandy Reichhoff, M.A., C.R.C./DW Date 09-19-11

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 the use of a 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

OCCUPATIONAL HEALTH SERVICES
(406) 751-4192