

F.H. STOLTZE LAND & LUMBER COMPANY

JOB DESCRIPTION/PHYSICAL DEMANDS SUMMARY

A. JOB TITLE: Shift Foreman - Sawmill

B. JOB QUALIFICATIONS:

High school graduate or equivalent required with the ability to interpret and apply verbal and/or written instructions. Must have at least three years experience working in a sawmill, with supervisory, sawing, millwrighting, and/or computers preferred. Knowledge of lumber grades preferred. Technical training in hydraulics, computers, electrical and/or maintenance helpful. Supervisory training preferred.

C. JOB SUMMARY:

Under the supervision of the Sawmill Superintendent, the Shift Foreman directly supervises the sawmill shift production and directs the cleanup and maintenance activities. Works closely with all personnel in the sawmill, maintenance department, log yard, shop, planer, boiler and office.

The Shift Foreman is a rotating shift position. The two Sawmill Shift Foremen will rotate, on a regular basis, between day shift and swing/night shift.

D. ESSENTIAL JOB FUNCTIONS:

1. Supervises sawmill production and maintenance personnel.
2. Communicates goals, policies, plans and problems to employees and management.
3. Disciplines employees as necessary.
4. Trains new employees.
5. Trains current employees in new positions or new procedures.
6. Works with the maintenance department to accomplish sawmill maintenance and repair.
7. Ensures efficient and effective cleanup in and around the sawmill.
8. Troubleshoots lumber degrade and checks lumber sizes frequently.
9. Stays current on industry information and technology.
10. Documents all significant events in areas of responsibility.
11. Manages all medical and mechanical emergencies on shift.
12. Performs other duties as required.

E. INFREQUENT/MARGINAL JOB FUNCTIONS

1. Engages in public relations activities on and off the plant.
2. Attends seminars and continuing education programs.
3. Works with fire inspectors, safety inspectors, air and water quality inspectors, etc.

F. PERFORMANCE STANDARDS:

1. Achieves maximum productivity in sawmill to continuously strive to reduce costs, within the framework of promoting safety and quality improvement.
2. Continually seeks ways to improve the profitability and long-term survival of the company.
3. Demonstrates proficiency in planning and organizing.
4. Demonstrates a willingness to work a flexible schedule.
5. Motivates employees for production, service, quality and safety.
6. Invites and encourages employee suggestions for improvement.
7. Demonstrates the ability to cope with multiple and simultaneous demands and frequent interruptions.
8. Works well under pressure - can handle crisis situations with calmness and intelligence.
9. Cooperates with other supervisors on shared duties and in problem solving.
10. Continually seeks to improve skills and knowledge.
11. Demonstrates a good understanding of mechanical concepts, hydraulics and electricity.
12. Possesses a high standard of honesty and integrity.
13. Demonstrates excellent communication skills - explains goals, duties and problems to employees, listens to employee concerns and acts or relays these concerns to upper management.

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 & WELLNESS

JOB ANALYSIS/PHYSICAL DEMANDS SUMMARY

EMPLOYEE: _____ EMPLOYER: F.H. STOLTZE LAND & LUMBER COMPANY

JOB TITLE: SHIFT FOREMAN

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</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</u>			
4. 36 - 50 lbs. Level	<u>X</u>	_____	_____	_____
	<u>Ground to knee/waist/chest</u>			
5. 51 - 100 lbs. Level	<u>X</u>	_____	_____	_____
	<u>Ground to chest</u>			
6. Over 100 lbs. Level	<u>X</u>	_____	_____	_____
	<u>Ground to chest</u>			
F. Carrying				
1. 0 - 10 lbs. Distance	_____	<u>X</u>	_____	_____
	<u>Up to 200 feet</u>			
2. 11 - 20 lbs. Distance	<u>X</u>	_____	_____	_____
	<u>Up to 200 feet</u>			
3. 21 - 35 lbs. Distance	<u>X</u>	_____	_____	_____
	<u>Up to 200 feet</u>			
4. 36 - 50 lbs. Distance	<u>X</u>	_____	_____	_____
	<u>Up to 50 feet</u>			
5. 51 - 100 lbs. Distance	<u>X</u>	_____	_____	_____
	<u>Up to 50 feet</u>			
6. Over 100 lbs. Distance	<u>X</u>	_____	_____	_____
	<u>Up to 50 feet</u>			
G. Push / Pull Activity / Object	<u>X (Up to 40 # force)</u>	_____	_____	_____
	<u>Wrenches, boards</u>			
H. Stooping / Bending	<u>X</u>	_____	_____	_____
I. Squatting	<u>X</u>	_____	_____	_____
J. Kneeling	<u>X</u>	_____	_____	_____
K. Crawling	<u>X</u>	_____	_____	_____
L. Twisting	_____	<u>X</u>	_____	_____

Shift Foreman	Rarely (0 - 5%)	Occasionally (6 - 33%)	Frequently (34 - 66%)	Continuously (67 - 100%)
M. Climbing		<u> X </u>		
Activity	<u>Stairs, ladder, on/off machinery</u>			
N. Balance		<u> X </u>		
O. Reaching				
1. Above Shoulder	<u> X </u>			
2. At Shoulder	<u> X </u>			
3. Below Shoulder		<u> X </u>		
P. Hands				
1. Simple Grasp		<u> X </u>		
2. Firm Grasp		<u> X </u>		
3. Fine Manipulating		<u> X </u>		
Q. Head / Neck				
1. Static		<u> X </u>		
2. Flexion		<u> X </u>		
3. Rotation		<u> X </u>		
R. Feeling		<u> X </u>		
S. Talking			<u> X </u>	
T. Hearing			<u> X </u>	
U. Tasting/Smelling		<u> X </u>		
V. Vision				
1. Near Acuity			<u> X </u>	
2. Far Acuity		<u> X </u>		
3. Depth Perception		<u> X </u>		
4. Accommodation		<u> X </u>		
5. Color Vision			<u> X </u>	
6. Field of Vision		<u> X </u>		

II. EQUIPMENT Miscellaneous equipment

III. ENVIRONMENTAL CONDITIONS

- A. Inside 90 % Outside 10 %
- B. Temperature (Non-Weather Related): Normal X Extreme Cold Extreme Heat X
- C. Humidity (Non-Weather Related): Normal X Wet X Dry
- D. Hazards: Mechanical X Electrical X Chemical Burns X Cuts X Noise X Dust X Fumes X
 Heights X Moving Machinery X Vibration X Slippery Surfaces X Explosives
 Other
- E. Safety Equipment Required: Hard hat, work boots, gloves, glasses, earplugs

IV. COMMENTS: _____

