



## **KILN & FORKLIFT OPERATOR**

### **POSITION SUMMARY:**

The Kiln & Forklift Operator assists the kiln department supervisor with daily sample checks and kiln settings to ensure lumber is properly dried. Responsible for safely operating a forklift while transporting lumber.

### **ESSENTIAL FUNCTIONS:**

The duties identified below are the essential functions of the position. Employees must be able to fulfill these functions in a consistent state of alertness and in a safe manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Cuts lumber to make kiln samples
- Places kiln samples in the kilns
- Weighs and records kiln samples via computer
- Adjusts settings on the kilns when necessary to ensure proper moisture levels are maintained
- Reviews samples from kiln dried purchases
- Performs safety checks on the boilers to ensure operating at a safe level
- Resamples as necessary
- Keeps workspace and surroundings clean and neat to foster productivity and efficiency
- Inspects the forklift daily to ensure the machine is operating safely and effectively
- Ensures inventory is properly accounted for and tracked
- Loads and unloads the kilns and steamers
- Assists with stacker production as needed
- Other assignments as made by management

### **QUALIFICATIONS:**

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers
- High School diploma or GED preferred
- Valid driver's license recommended
- Six months forklift driving experience and/or training preferred
- Previous lumber manufacturing experience preferred
- Basic math skills
- Basic computer skills
- Basic mechanical skills