

Department: Kilns
Reports to: Operations Manager

FLSA Status: Exempt
Date: August 18, 2025

POSITION SUMMARY:

The Kiln Department Supervisor is responsible for leading and overseeing the Kiln Department within the production facility and ensuring proper operations to achieve optimal efficiency, quality and output.

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
- Ensure that all team members are following the safety rules
- Responsible for meeting quality standards
- When necessary, assists team members to meet production goals
- Coordinate production startups, shutdowns, and changeovers in partnership with other department supervisors
- Works closely with Maintenance Department for repair activities for kilns, ensuring equipment reliability and safety
- Monitor and adjust kiln operations to maintain optimal temperatures, pressure, and humidity levels for quality and lumber drying.
- Responsible for daily check-in/safety meetings with all employees within the department
- Monitors employee work performance to ensure all employees are meeting performance standards
- Train and coach Kiln employees; Conducts employee performance reviews
- Responsible for shift schedule to include: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees
- 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. The individual must be able to successfully pass background checks.

- 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 equivalent is required; technical certificate or higher level of education is preferred.
- 3 - 5 years of kiln operations experience in sawmill operations
- Strong leadership and communication skills (verbal, written and listening)
- Problem-solving and analytical skills
- Proficient computer skills