

Department: Sawmill

Reports to: General Manager

FLSA Status: Exempt

Date: 7-11-19; updated 10-23-25

POSITION SUMMARY:

The Production Manager - Sawmill is responsible for the management and coordination of the sawmill's manufacturing operations or multiple department operations consistent with cost, profit and productivity objectives.

Works under general direction of the General Manager; exercises discretion and judgment on work priority on a regular basis; and some degree of creativity is expected.

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
- Develops production schedules for area of responsibility, coordinates activity with other areas and forecasts inventory requirements.
- Ensure that all plant assets in area of responsibility are properly managed and safeguarded.
- Staffs assigned operations to meet production levels consistent with cost objectives.
- Ensures that employees are properly trained.
- Supervises activities directly or through supervisors and lead operators.
- Coaches and develops subordinates, evaluates performance and initiates corrective action as required.
- Establishes work center/operation efficiency standards.
- Monitors performance to established efficiency and quality standards and initiates corrective action as required.
- Ensures performance reviews are conducted in accordance with policy in area of responsibility.
- Monitors expenses for area of responsibility and initiates corrective action as required.
- Analyzes production operations and workflow and develops improvement recommendations.
- Monitors output, cuts/yields and scrap to ensure efficient resource utilization and initiates corrective action as required within area of responsibility.
- Determines production sequence and sort requirements.
- Manages inventory in area of responsibility, ensures inventory is rotated in accordance with operational policy, and participates in month-end inventory.
- Ensures that machinery in area of operation is properly maintained.
- Ensures that yard conditions and housekeeping conform to Company standards.
- Orders supplies, initiates purchase orders, and approves timecards.
- Manages finished goods packaging as required.
- Prepares various reports and logs as required.
- Participates in the Safety Committee process and ensures that assigned operations are performed consistent with Company and OSHA policies, practices and procedures.
- Ensures that operations are performed with Federal, State and local laws and regulations, and Company policy and procedure.

- Performs other duties as required.

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.

EDUCATION/SKILLS:

- Minimum of two years of experience as production supervisor or equivalent
- Working knowledge of Microsoft Office including Excel, Word and Outlook.
- Proficiency in the use of the English language in reading, writing and speaking
- Ability to successfully interact with all organizational levels and the public
- Demonstrated proficiency to manage multiple tasks, to set priorities, and to meet deadlines.
- Demonstrated ability to effectively manage and in developing subordinates.
- Demonstrated ability to be mobile in the work environment.
- Prior safety committee involvement valued, but not required
- Ability to apply business math to manufacturing processes.
- Demonstrated skill in leading project and other people
- Demonstrated skill in improving processes
- Strong organizational skills, detail-oriented, highly motivated