

Department: Sawmill

Reports to: Production Manager

FLSA Status: Non Exempt

Date: May 11, 2024

POSITION SUMMARY:

The Sawmill Shipping position stages loads of lumber, pull tags and initiate shipping documents, print and issue BOL's, put away logs, and assists in the mill when needed.

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
- Operate End Loader
- Stage loads of lumber as they develop from the mill
- Pull tags and initiate shipping documents
- Load trucks with lumber packs
- Print and issue BOL's to truck driver
- Communicate with carriers and schedule shipments
- Help put away logs, as available
- Assist with duties in the sawmill, as needed
- Keeps workspace and surroundings clean and neat to foster productivity and efficiency
- 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
- Previous lumber manufacturing experience preferred
- Strong communication skills
- Forklift or End Loader experience