

POSITION DESCRIPTION

Position: Drymill Operator
 Reporting to: Operations Co-ordinator
 Direct Reports: Nil

Key Purpose of Role

The Drymill Operator is responsible for grading timber and ensuring that production targets and quality standards are met to satisfy customer expectations. You will be competent in all aspects of Drymill operations and become multi-skilled at operating all work centres.

Key Responsibilities	Expected Outcomes
Health & Safety	<ul style="list-style-type: none"> Be committed to a healthy and safe workplace by proactively undertaking responsibilities outlined in Company’s health and safety policy and procedures and ensuring that all legal, statutory and environmental requirements are adhered to. Ensure housekeeping tasks are undertaken in a timely manner to ensure a neat and tidy workplace is maintained at all times.
Drymill Reliability	<ul style="list-style-type: none"> Monitor the performance and reliability of the Drymill operations to ensure the plant operates to an expected level of reliability, availability and performance. Change blades and saws, lubricate equipment and perform low level maintenance to minimise plant downtime. Adopt a methodical approach to plant reliability issues, ensuring that issues are raised promptly to reduce non-performance or unscheduled outages in the Drymill.
Compliance to Production Plan	<ul style="list-style-type: none"> Grade timber accurately to minimise product wastage. Ensure that customer orders are processed in accordance with the production plan and deliver the right grade, volume and quality at the right time to achieve daily, weekly and monthly targets.
Quality	<ul style="list-style-type: none"> Ensure that high quality products are produced at all times. Undertake quality checks and audits as instructed.
Continuous Improvement	<ul style="list-style-type: none"> Identify and recommend improvements to maximise utilisation of the Drymill operations, increase compliance and productivity related to the production plan and reduce costs associated with providing Drymill facilities. Maintain a future focus and contribute towards ensuring the teams’ goals are aligned with the Company’s corporate focus.
Teamwork & Commitment	<ul style="list-style-type: none"> Develop and maintain positive working relationships with others. Maintain flexibility and a willingness to perform a variety of tasks, including providing cover and backup support for others. Maximise internal customer satisfaction through liaison and provision of high quality services. Consistently demonstrate positive workplace behaviours. Comply with policies and procedures at all times.

Key Relationships

Internal

- Own team
- Otago Kiln team
- Otago Despatch team
- Otago Operations Co-ordinator
- Otago Engineering team
- Whirinaki Drymill Operators

External

- Nil

Person Specification

Qualifications

- Certificate in Solid Wood Manufacturing
- Phytosanitary/Bio Security qualification preferred
- Health and Safety qualification preferred
- Limited hydraulic and pneumatics licence preferred
- Forklift Licence (F endorsement) preferred

Experience

- Previous experience in the timber industry preferred
- An appreciation of LEAN, 5S or 6 Sigma manufacturing principles preferred

Skills/Competencies

- Strong health and safety focus
- Excellent attendance record, strong work ethic and a proactive “can do” attitude
- Strong manual dexterity and mechanical aptitude
- Flexible and adaptable
- Good interpersonal skills
- Strong focus on plant reliability
- Ability to work in a team but also with minimal supervision
- Sound judgement with a practical approach to problem solving
- Ability to respond quickly to changes in priorities or urgent requirements when they arise
- Ability to sustain a high level of energy and composure during times of pressure