PAN PAC®
PAN PAC FOREST PRODUCTS (OTAGO) LIMITED

POSITION DESCRIPTION

Position: Kiln Forklift Operator

Reporting to: Operations Co-ordinator

Direct Reports: Nil

Key Purpose of Role

The Kiln Forklift Operator is primarily responsible for operating a large 12-tonne forklift to load and unload packets of timber into and out of the drying kiln, as well as operating a wheel loader to mix and load wood residues into the boiler. The operator ensures that all aspects of the kiln operations are working to optimal performance, to produce kiln-dried products to the required quality standards while adhering to all safety and quality standards.

Key Responsibilities	Expected Outcomes
Health & Safety	• Be committed to a healthy and safe workplace by proactively undertaking responsibilities outlined in the Company's health and safety policy and procedures and ensuring that all legal, statutory, and environmental requirements are adhered to.
Forklift & Loader Operations	• Operate a 12-tonne forklift to safely and efficiently load packets of timber into the drying kiln and unload them upon completion of the drying process. • Operate a wheel loader to mix wood residues and load them into the hot water boiler, ensuring consistent performance of the boiler operations. • Perform routine checks and maintenance on forklifts and wheel loaders to ensure safe and reliable operation.
Kiln & Boiler Operations	• Monitor the performance of the kiln to ensure it operates to an expected level of reliability, availability, and performance. • Adopt a methodical approach to kiln reliability issues, ensuring that issues are raised promptly to reduce non-performance or unscheduled outages of the kiln. • Monitor the performance of the hot water boiler operations to ensure it operates to an expected level of reliability, availability, and performance. • Raise any issues as they occur so that the boiler is operating as it should • Carry out and respond to water treatment requests. • Be aware of responsibilities within the Boiler Approved Code of Practice and operate the plant in accordance with these guidelines. Training will be given in this area if required
Compliance to Production Plan & Resource Consent	• Follow production plans to meet customer requirements for grade, volume, and quality. • Manage boiler fuel inputs and comply with emission standards.
Quality	• Ensure that high quality product is produced through the kiln at all times. • Undertake quality checks and audits as instructed.
Continuous Improvement	• Identify and recommend improvements to maximise kiln and boiler utilisation and reduce costs associated with providing these facilities. • Maintain a future focus and contribute towards ensuring the teams' goals are aligned with the Company's corporate focus.

Teamwork & Commitment	• Develop and maintain positive working relationships with others. • Maintain flexibility to manage kiln loading and unloading and to monitor/respond alarms as required. • Maintain flexibility and a willingness to perform a variety of tasks, including providing 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 Drymill team
- Otago Despatch team
- Otago Operations Co-ordinator
- Otago Engineering team

External

- Nil

Person Specification

Qualifications

- Forklift Licence (OSH and F endorsement)
- Loader Licence (WTR endorsement)

Experience

- Previous experience driving heavy loaders/wheels and forklifts

Skills/Competencies

- Strong manual dexterity
- Strong mechanical and electrical aptitude
- Strong focus on plant reliability
- Good interpersonal skills
- Flexible and adaptable
- 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
- Strong work ethic, with a proactive “can do” attitude
- Ability to work with minimal supervision
- Ability to learn and adopt personal development
- Strong health and safety focus