

POSITION DESCRIPTION

POSITION TITLE:	Finger Joint Operator
DEPARTMENT:	Processing
PRIMARILY REPORTS TO:	Supervisor
DIRECT REPORTS:	Nil

POSITION SUMMARY
Ensure all duties (as listed below) are undertaken safely and efficiently, to Clelands Timber Products Ltd defined standards.

FUNCTIONAL RELATIONSHIPS	
Internal <ul style="list-style-type: none"> • Supervisor • Production Manager • General Manager 	External <ul style="list-style-type: none"> • Nil

KEY RESULT AREAS	CORE RESPONSIBILITIES/DUTIES	KEY PERFORMANCE INDICATORS
1. Health & Safety	<ul style="list-style-type: none"> • Support and adhere to all company health and safety policies, procedures and programmes, including but not limited to. • Reporting all incidents, accidents and illnesses. • Adhering to isolation procedures at all times. • Contributing to identification and minimisation of hazards/risks. • Working in a safe manner at all times to avoid personal injury to self and others. • Wearing appropriate PPE at all times. 	<ul style="list-style-type: none"> • Contributes towards achievement of company health and safety goals and culture.
2. Operate Finger Joint Machinery and Equipment	<ul style="list-style-type: none"> • Setting up machine according to production plan requirements and undertaking all related prestart tasks. • Operating specific machinery/control panels and related tasks including 	<ul style="list-style-type: none"> • All tasks to be performed: Within specified timeframes. According to standard operating procedures.

	<p>cutting and shaping of timber.</p> <ul style="list-style-type: none"> Monitoring machinery performance throughout production. Dealing with machinery jams/stoppages as required. 	<p>Adhering to established methods and relevant internal and external standards.</p> <ul style="list-style-type: none"> Maximise finger joint production. FJ knife changes are planned in advance. Machinery is operated smoothly and correctly in a way that does not cause unnecessary wear and tear.
3. Glue changes	<ul style="list-style-type: none"> Undertake Glue room activities including but not limited to: <ul style="list-style-type: none"> Bag changes. Pump maintenance 	<ul style="list-style-type: none"> All tasks to be performed: Within specified timeframes. According to standard operating procedures. Adhering to established methods and relevant internal and external standards. Ensure that the pump is running in efficient manner with minimum waste.
4. Quality/Housekeeping	<ul style="list-style-type: none"> Undertaking product grading/quality related tasks including but not limited to size control checks. Monitor the finish of product and ensure meets specifications. All work areas are kept clean and tidy and there is no risk of shavings contamination. Undertaking specific machinery cleaning/maintenance tasks as required, including extraction system. Tools and equipment are put away after use. 	<ul style="list-style-type: none"> Boards measured/sized accurately and recorded. Joints graded accurately and consistently. Reports issues immediately to appropriate person and assists with identifying/implementing appropriate solutions. Contributes toward achievement of company quality and production goals.
5. Training/Mentoring	<ul style="list-style-type: none"> Provide training and supervision to Finger Joint Apprentices/junior team members. 	<ul style="list-style-type: none"> Team members trained to required levels and in accordance with their training and development plans.
6. Documentation	<ul style="list-style-type: none"> Entering information onto relevant computer 	<ul style="list-style-type: none"> Documentation/computer system is completed

	system/document as required.	accurately, on time and according to internal procedures.
7. Team & Self Responsibilities	<ul style="list-style-type: none"> Proactively communicate with entire CTPL team. Ensure positive work relationships are developed and maintained. Work productively as part of the team. Have a good attitude to learning new things and using this knowledge. 	<ul style="list-style-type: none"> Proactively contributes to developing and maintaining a positive and high performing team culture.
8. Miscellaneous	<ul style="list-style-type: none"> Complete any other assignments, projects or responsibilities delegated or assigned by Management. 	<ul style="list-style-type: none"> Duties completed accurately and in a timely manner.

PERSON SPECIFICATION
Desired Qualifications <ul style="list-style-type: none"> NCEA Level 2.
Desired Experience/Skills <ul style="list-style-type: none"> 2+ years' finger joint experience. Experience undertaking manual/physical duties. Sound written, numeracy and computer skills.