

POSITION DESCRIPTION

POSITION TITLE:	Timber Machinist
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

- Supervisor
- Production Manager
- General Manager

External

- 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 Planer 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 planer production. Planer head changes are planned in advance. Machinery is operated smoothly and correctly in a way that does not cause unnecessary wear and tear.
3. Planer Head and Knife Maintenance	<ul style="list-style-type: none"> Undertake Grinding room activities including but not limited to: <ul style="list-style-type: none"> Sharpening knives. Setup and balance of planer heads. 	<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 there are always heads set up to ensure minimal downtime.
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. Boards 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 Timber Machinist 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 system/document as required. 	<ul style="list-style-type: none"> • Documentation/computer system is completed 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. • NZ Certificate in Timber Machining.
Desired Experience/Skills <ul style="list-style-type: none"> • 2+ years' machinist experience. • Experience undertaking manual/physical duties. • Sound written, numeracy and computer skills.