

POSITION DESCRIPTION

POSITION TITLE:	Timber Process Worker
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. This position will primarily be in one department but may/will be used where CTPL see fit. There are 8 different departments / areas within CTPL.

FUNCTIONAL RELATIONSHIPS

Internal

- Team Leader / Supervisor
- Production Manager
- Forklift Operators

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. • 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. Infeed	<ul style="list-style-type: none"> • Placing timber on infeed conveyor 	<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.
3. Outfeed	<ul style="list-style-type: none"> • Pulling timber on to the trollies. 	
4. Stack Packets	<ul style="list-style-type: none"> • Stacking packets onto trollies. • Ensuring fillet placement is correct. 	

	<ul style="list-style-type: none"> • Ensuring correct grade. • Filling defects / repair of timber • Where required, strapping packets. • Creating tally layers. • Communicating to forklift operator to remove completed packets. 	<ul style="list-style-type: none"> • Documentation is completed accurately and on time. • Reports issues immediately to appropriate person and assists with identifying/implementing appropriate solutions. • Contributes toward achievement of company quality and production goals.
5. Wrapping Packets	<ul style="list-style-type: none"> • Wrapping timber to CTPL standards • Understanding profiles 	
6. Documentation	<ul style="list-style-type: none"> • Regularly entering information onto tally sheets and other related documentation such as packet labels, outfeed sheets and downtime. Note: Depending on the department this information may be entered onto the relevant computer system. 	
7. Training / Mentoring	<ul style="list-style-type: none"> • Provide training support to new team members 	<ul style="list-style-type: none"> • Assist with training where requested.
8. Quality/Housekeeping	<ul style="list-style-type: none"> • High standards are always maintained. • All packaging is of the highest standard. • Repairs are carried out to a high standard. • Ensure that no substandard product is sent to the next stage / department in the supply chain / or packed for despatch. • All work areas are kept clean and tidy. • Tools and equipment are put away after use. 	<ul style="list-style-type: none"> • All defects detected and remedied before either packaging product \or sending to next department in the supply chain.

9. 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.
10. 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 1
Desired Experience/Skills <ul style="list-style-type: none"> • Experience undertaking manual/physical duties. • Sound written and numeracy skills.