



SAWMILL SUPERVISOR

The primary purpose of this position is to direct and supervise employees, as well as, organize and manage the efficient production of high-quality lumber from the sawmill. This position will report to the Operations Manager. All job duties must be performed in a safe manner.

ACCOUNTABILITIES

- Continually monitor areas of low productivity to determine causes and correct to improve performance.
- Recommends the needs for additional staffing or production hours given the demand we have.
- Constantly monitors quality of lumber to ensure that product meets the appropriate standards.
- Make decisions with regards to poor or questionable product quality and trouble shoots to correct deficiencies.
- Provide daily production reports for Administrative Data Entry.
- Maintain recovery and downtime data.
- Conduct physical inventory of green lumber as required.
- Assists in the selection of high quality, competent personnel to staff the department as necessary.
- Provide employee training through both direct instruction and employee coaching.
- Evaluate employee performance, and completing timely performance evaluations.
- Provide for employee coaching/warnings and discipline when needed to correct sub-standard performance or behavior.
- Documents all employee actions and training and provides copies to H.R. for the employee's permanent file.
- Approve and schedule employee time off, ensuring full coverage of shift at all times.
- Review bi-weekly time cards, approving overtime and making necessary corrections before forwarding to H.R. for processing.
- Ensures all employees are trained with regard to safe work practices and procedures. (P.P.E., Machine Safety, Guarding, Lock Out Tag Out, Fire Safety, Chemical Safety, etc.)
- Constantly monitors departmental conditions for safety issues and addresses deficiencies immediately.
- Observes employee actions and behaviors and corrects inefficiencies where needed.
- Follows established procedures in responding to medical or weather/fire emergencies.
- Encourages employee involvement in ongoing hazard assessments by being open to suggestions.
- When necessary, completes the Accident Investigation Forms in a detailed manner.
- Provides input to accident prevention and completes maintenance work orders when necessary.
- Continuous communication with other Department Supervisors and Management on issues, updates, changes and/or suggestions for improvement.

OUR BENEFITS

Medical, Dental, Vision • 401(k) Match • Paid Time Off & Paid Holidays
Life/AD&D Insurance • Flexible Spending Accounts
Optional Short & Long-Term Disability • Optional Accident Insurance
Employee Assistance Program (EAP)



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QUALIFICATIONS

- Prefer High School diploma or equivalent.
- 3-5 years supervision/management experience required
- Must be able to understand and respond to verbal communication and instructions.
- Must have good computer skills.
- Must be able to work well with other employees.
- Must be able to work well with contractors for production/quality needs.
- Must be self- motivated.
- Must have a flexible schedule.
- Must be capable of working with minimal direct supervision.

PHYSICAL DEMANDS

- The main functions of this job are done while walking and standing. Employees must be able to be on their feet for several hours at a time.
- Must be able to work in adverse weather conditions.
- Must be able to understand and respond to verbal communication and instructions.
- Must be able to climb and descend a flight of stairs several times in a day.
- Must possess good hand eye coordination.
- Must be able to work well with other employees.

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