



YAKAMA FOREST PRODUCTS - Job Description Form

P.O. BOX 489 • 251 MEDICINE VALLEY ROAD • WHITE SWAN WA 98952
(509) 874-3000 • FAX (509) 874-2183

"Respecting the Forest, Honoring the Past, Building the Future."

PLANT MANAGER

Reports to: General Manager
Department: Administration
Status: Full Time/Exempt
Pay Rate: DOE/DOQ
Closing Date: Open until Filled

Performance Expectations:

Responsible for all day-to-day lumber manufacturing operations to produce quality lumber safely and efficiently; maintain and upkeep all Plant assets to YFP standards; enforce the Environment Rules and Regulations of the YN an EPA Region 10.

Plant Manager Responsibilities and Job Duties:

- Supervises the day-to-day activities of the direct reports which includes, Purchasing staff, Sawmill Shift Supervisors, the Filing Supervisor, Dry End Superintendent, Maintenance Supervisor and Electrical Supervisor.
- Ensure that all employees are trained in the Safety Rules and Procedures of YFP and specifically for their jobs in all areas of PPE, LOTO, Hazard Recognition and MSDS.
- Schedules the mill cut order per the Sales Departments market needs and the General Managers direction.
- Responsible for all departments, report production rates and costs, stay in budget, understand and being able to explain the variances.
- Communicates daily with the General Manager.
- Schedules the mill operations for efficient labor cost and optimum lumber production at budgeted rates for the various cuts scheduled.
- Understands the mill optimization systems, how they work, how values impact cuts, and how the optimizers are set up to work together.
- Ensures the product quality in terms of sizes and control, proper stacking, sticking and unitizing, drying quality, finished appearance and on grade per grade specification, presented in a satisfying finished package.
- Responsible for the accuracy and reporting of lumber inventory on hand in the various stages of manufacture.
- Works closely with the Timber Resource Manager to ensure that correct species, volume and mix are available and fed to the mill.
- Ensures that production reports are completed timely and accurately and understands the day-to-day mill performance and downtime along with maintenance needs.
- Ensures that purchasing procedures are followed, is aware of what supplies and parts are ordered and ensures that purchase invoices are properly coded for accounting needs.

- Ensures that the spare parts inventory is organized and maintained.
- Ensuring that the mill fire and safety systems are maintained, the employees are trained in their use.
- Ensure that the mill and yards are clean and organized, free of fire and other hazards.
- Ensures that the Maintenance Dept is performing PMs and that work is scheduled on priority items for the mill operation to reduce downtime and protect the life of assets.
- Collaborate with all departments to ensure a smooth continuous flow of products including lumber and by-products in the volumes required through the manufacturing process to meet budget and sales needs.
- Stays current in industry processes and technology development.
- Recommends capital improvements projects.
- May be called upon to management capital and /or maintenance projects.
- Prepare and present monthly and annual reports to the board of directors

Skills / Qualifications:

Must be technically competent in the field of Lumber Manufacture and possess a high level of managerial and supervisory skills. Must be computer literate in Word and Excel. It must be organized, detailed and analytical. Must be a good delegator but follow through and verify. Trustworthy, dedicated and willing to put in the time that the job requires.

Required Education:

- BA or BS degree or High School Diploma with significant relevant industry experience through all phases of the manufacturing process.

Required Experience:

- 5 – 10 years of progressive field experience.

Required Skills / Licenses / Certifications:

- Ability to build trust and confidence with staff, management, and supervision.
- Strategic thinking and leadership skills.
- Analytical and accurate.
- Able to report and stay on schedule; organized.
- Ability to communicate with employees at all levels.
- Consultation and coaching skills, a good trainer.
- Intermediate proficiency with Microsoft Office applications.
- Read, write, and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where the is a business need).
- Implement and utilize YFP's Core Values: Humility, Leader, Communication, Handworker, Stewardship, and Core Focus.

Supervisory Responsibility:

- This position directly supervises a team of 6–7 employees and oversees operations that manage the work of up to 200 employees.
- This position is responsible for overseeing how all sawmill staff perform their work.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.

Application and Resume can be submitted to:

251 Medicine Valley Road, White Swan WA 98952 Upstairs / Large Sawmill

Fax: 509-874-2183 Mail: Human Resources PO BOX 489 White Swan WA 98952

Applications can be obtained online at www.yakamaforestproduct.com or call 509-874-3000

APPLICATION MUST INCLUDE PROPER IDENTIFICATION

(Current Driver's License or State ID, Social Security Card and Tribal Card if applicable)