

YARD AND WAREHOUSE SUPERVISOR

THE JOB

The Yard and Warehouse Supervisor will control the safe and efficient movement and storage of product inventory located in the Yard of the Weston Forest Oakwood Facility. The Yard and Warehouse Supervisor will help make Weston Forest the market leader in the distribution of forest products by leading a productive, stable, reliable and well-trained workforce at Weston Forest at our Oakwood location.

DUTIES & RESPONSIBILITIES

Health and Safety:

- Ensure that all incidents, accidents and/or hazards are reported and investigated.
- Cooperate with the Joint Health and Safety Committee to improve safety.
- Ensure that all required personal protective equipment is worn.
- Inspect product daily to ensure it is stored in a safe manner at all times.
- Ensure that housekeeping activities are performed.
- Comply with the Occupational Health and Safety Act (OHSA) particularly the “Duties of Supervisor” as stated in Section 27.
- Comply with Health and Safety rules, policies and procedures of Weston Forest as stated in the Weston Forest Guiding Principles’ Handbook.

Employee Relations:

- Communicate with administrative, yard, and management staff as required and in a timely manner.
- Approve overtime hours as applicable.
- Ensure that performance appraisals are conducted on yard personnel.
- Conduct interviews with potential candidates as applicable.
- Conduct orientation for new hires as applicable.
- Perform other duties as assigned by your Supervisor.
- Provide and/or participate in training as required.

Order Processing:

- Ensure accurate documentation is completed on all inbound stock from all transport modes.
- Ensure proactive load/order staging occurs for future dispositions.
- Ensure all purchases and customer orders are processed with the required specifications (i.e. species, grade, count, moisture content, quality, packaging, tagging etc.).
- Ensure accurate tallies are taken on stock in a timely manner.
- Ensure required and correct stock is pulled in a timely manner.
- Ensure that proper staging of loads occurs in a timely manner.
- Ensure accurate tallies occur on all outbound stock.
- Ensure that accurate verifications occur on all work orders and extensions.

- Ensure that all driver's documentation for inbound loads are verified including reconciliation of the purchase order and actual count.
- Ensure that all tallies and delivery slips indicate correct information and calculations.
- Ensure that all outbound shipments are inspected for proper and safe packaging and strapping and that all mill tags have been removed.
- Ensure that instructions forwarded by the Operations department are dealt with in a timely manner.
- Ensure that trucks/railcars are offloaded in a timely manner and that correct tags/markings are on all lifts.
- Ensure that inbound lifts are properly placed on tie bottoms, safely stacked and stored.

Inventory Control:

- Ensure that stock is appropriately rotated and ensure sales staff is informed of "old" product available for sale.
- Ensure that stock count occurs in a timely manner.

Equipment:

- Ensure that all yard equipment is kept in good working order.
- Ensure that damage to yard equipment is reported to the Supervisor in a timely manner.
- Ensure that Preventative Maintenance schedules are implemented and followed on all yard equipment.
- Ensure that equipment usage is optimized.

Material Handling Equipment:

- Ensure that daily inspections on forklift occur and are documented.
- Ensure that forklift operators process work orders correctly and in a timely manner.
- Ensure that forklift operators complete all required logs accurately and in a timely manner.

Security:

- Ensure that all security breaches are reported to the Supervisor in a timely manner.

Finance:

- Aid in the formulation for the annual operating budget as it pertains to the Yard.
- Ensure that department expenditures are in line with the budgeted amounts.
- Ensure any expenditures in excess of approved amounts are communicated to the Supervisor in a timely manner.

KNOWLEDGE & SKILLS REQUIRED

- Knowledge of all grades of product lines.



- Organized and able to manage multiple tasks and deadlines in a fast paced environment.
- Strong initiative and follow-up skills.
- Strong interpersonal and communication skills.
- Strong team player with ability to self manage and prioritize.
- All candidates are required to be fully vaccinated.

THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: "*YOU'LL LOVE DOING BUSINESS WITH US*".

Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.

