

AFTERNOON MILL SUPERVISOR

THE JOB

Reporting to the General Manager – Oakwood, the Afternoon Mill Supervisor will be responsible for overseeing the nightly operations with efficiency, safety, and professionalism. Responsibilities encompass timely completion of Mill routines, effective handling of customer orders, and communication of essential information to the night shift team.

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 daily inspection of Mill Machinery is performed
- 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 Corp as stated in the Weston Forest Guiding Principles’ Handbook.

Employee Relations:

- Approve overtime hours as applicable.
- Ensure that performance appraisals are conducted on Mill personnel.
- Ensure appropriate staff levels for Mill Afternoon Shift are maintained at times.
- Conduct orientation for new hires as applicable.
- Perform other duties as assigned by your director.
- Provide and/or participate in training as required.

Order Processing (Mill and L&M):

- Confirm with Day Mill Supervisor production priorities as agreed upon between Sales and Night Shift Mill operations. Any variance from agreed upon production output will be communicated to Mill Supervisor.
- Ensure that species of wood product is correct, and appropriate equipment is used (functionality & setup) prior to order processing.
- Spot check Mill output for accuracy of dimension while order processing
- Ensure outbound products are inspected for proper packaging & strapping
- Ensure Mill operators are completing appropriate production reports
- Ensure output and accuracy of production is maximized in conjunction with a safe working environment
- Inform Mill Supervisor of any production discrepancies



Equipment:

- Ensure all Mill equipment is kept in good working order.
- Ensure that damage to Mill equipment is reported to the Day Mill Supervisor in a timely manner.
- Assist Day Mill Supervisor with preventative maintenance program.
- Ensure that equipment usage is optimized.

Material Handling Equipment:

- Ensure that daily inspections on Mill forklift occur and are documented.
- Ensure that forklift operator processes work orders correctly and in a timely manner.
- Ensure that forklift operator completes all required logs accurately and in a timely manner.

Security:

- Perform required night shift lock up procedures.
- Ensure that all security breaches are reported to Mill Supervisor and Director of Operations in a timely manner.

Communication:

- Ensure that communication with Day Mill Supervisor is regular and current.
- Provide Day Mill Supervisor with daily report and formal weekly recap.
- Responsible for informing Day Mill Supervisor of underutilized Mill capacity.
- Ensure Day Mill Supervisor is abreast of any issues or concerns as they arise.

KNOWLEDGE & SKILLS REQUIRED

- 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.
- Good math skills.
- Good computer skills.

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:

- Entrepreneurial organization committed to continuous improvement
- We do what we say
- Inspiring personal and professional growth
- Your success is our success
- More than just a place to work
- 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.

