

Afternoon Operations Supervisor

HOURS OF WORK: Monday to Friday, 4:00PM – 12:30AM

SUMMARY

The supervisor is the key leadership role for the Afternoon shift to ensure the smooth and safe operation of the Yard, Warehouse, Mill, and Verticut Operations. As a hands-on role, the supervisor is at the forefront, overseeing various operational tasks. The position requires exceptional attention to detail, a commitment to data collection and accuracy, and a strong dedication to completing tasks on time. In addition, the supervisor has indirect oversight of the administrative functions on both shifts.

At Weston Forest, results matter, but people matter more. As such, the responsibility of the supervisor extends beyond individual tasks and encompasses collaboration and supporting the team. The supervisor must actively participate in cross-functional teamwork, fostering a collaborative environment. This includes effectively communicating with team members, sharing knowledge and expertise, and contributing to collective problem-solving. The supervisor will demonstrate a willingness to support colleagues, provide assistance when needed, and promote a sense of teamwork. Recognizing the importance of a cohesive team, the supervisor will actively contribute to building a positive and supportive work culture. By valuing teamwork and promoting collaboration, the supervisor will not only enhance their own performance but also facilitate the success of the entire team.

JOB CHARACTERISTICS

- Ensure assigned tasks are completed on time with high accuracy and quality.
- Ensure that established guidelines and procedures are followed.
- Suggest improvements to guidelines and procedures; lead the implementation of improvements.
- Confident and timely decision making.
- Set clear expectations and assume personal and team responsibility for the outcome.
- Care, challenge, and support the team to achieve the desired outcome.
- Lead by example.

DUTIES AND RESPONSIBILITIES

Health and Safety:

- To ensure that Weston has a safe workplace, that there are no injuries to our staff, and that Weston is in compliance of all legislation.
- 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:

- Attract, retain and develop a great team
- Direct reports are Yard, Warehouse, Mill and Verticut leadership teams
- Communicate with administrative staff as required and in a timely manner.
- Approve overtime hours as applicable.
- Ensure that performance appraisals are conducted on operations personnel.
- Conduct interviews with potential candidates as applicable.
- Conduct orientation for new hires as applicable.
- Perform other duties as assigned by senior leadership.
- 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 and staged in a timely manner.
- Ensure accurate tallies (counts) occur on all outbound stock.
- Ensure that accurate verifications occur on all work orders and extensions.
- 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.

Inventory Control:

- Ensure that all material delivered on the shift (trucks and railcars) is received properly and that all material has the proper affixed to it.
- Ensure that inbound lifts are properly placed on tie bottoms, safely stacked and stored.
- Ensure that all driver’s documentation for inbound loads are verified including reconciliation of the purchase order and actual count.
- Ensure that stock is appropriately rotated and ensure sales staff is informed of “aged” product available for sale.

Equipment:

- Ensure that all yard equipment is kept in good working order and damage is in a timely manner.
- Ensure that Preventative Maintenance schedules are implemented and followed for all yard and mill equipment.
- Ensure that equipment usage is optimized.
- Ensure that daily inspections occur and are documented.

Security:

- Ensure that all security breaches are reported senior leadership in a timely manner.
- Responsible for locking up and arming the alarm for the facility as necessary. This requires a sweep of the building and facility to make sure that everything is secure everyone is out of the building.

P&L/KPIs:

- Develop and track KPIs
- Work with senior leadership to identify trends in collected data
- Use KPIs to assist with continual improvement
- Aide in the formulation for the annual operating budget as it pertains to the Yard and Mill.
- Ensure that department expenditures are in line with the budgeted amounts and communicate any discrepancies to the Manager in a timely manner.

Knowledge & Skills Required:

- Knowledge of all lumber and panel product lines is an asset.
- 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.

Our Brand Promise:



YOU'LL LOVE DOING BUSINESS WITH US

Our Mission:

We quickly respond to our customers' needs and solve their issues with a wide variety of solutions that benefit their business.

Our Vision:

We create two-way relationships with customers and suppliers, offer diverse opportunities for our team, promote open communication with all of our stakeholders, focus on strengthening our industry and growing our company.

Our Value Proposition:

Weston Forest delivers the right solutions. We are truly focused on creating great relationships and becoming your go-to source – by doing what we say we'll do. We have proven our expertise and commitment to become one of North America's strongest and most respected organizations. Today, Weston Forest is a trusted partner to our customers, suppliers and employees. We will continue to find new ways to solve your challenges and take an active role in building a sustainable industry.

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

Recent awards:

- Proud to be named one of Canada's 10 Most Admired Corporate Cultures
- Repeat winner of CANADA'S BEST MANAGED COMPANIES
- One of Canada's PROFIT 500 Fastest-Growing Companies
- Recipient of the Canadian Business Excellence Awards for Private Businesses

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.

