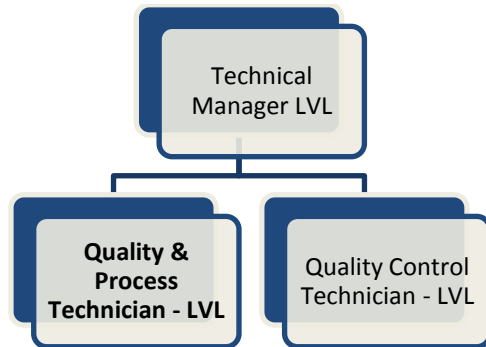


Nelson Pine Industries Ltd

Job Description

Position Title: LVL Quality & Process Technician
Reporting To: Technical Manager LVL
Location: Nelson
Date: February 2017



Role Purpose

The Quality & Process Technician - LVL is responsible for the operation of key quality control processes including log auditing, treated and cold pressed LVL verification processes, end product grading audits and associated testing and undertaking required equipment monitoring and calibration, process auditing and Product & Process Development projects.

As a key member of the Technical team he/she will be required to work closely with the Production teams in order to ensure all quality, auditing and technical requirements are met during the production processes and support the smooth and efficient operation and continual improvement of the LVL manufacturing process.

The candidate will understand and appreciate the role process orientated quality control plays in a successful manufacturing process, lead by example with quality and professionalism within their own work, and be one of the champions for quality throughout the Veneer and LVL manufacturing process.

Key Responsibilities

Log Auditing

(Approx 5% / 2 hrs)

- Responsible for the management of routine sampling across supplying crews and providing effective feedback on the audit results
- Ensures that the product the crews are supplying is monitored
- Prioritises audit schedules according to crews audit performance when they were last audited and how much they are supplying
- Responsible for the data management of all audit results with all

Nelson Pine Industries Ltd

Key Responsibilities	
	<p>information correctly entered. Troubleshoot and correct discrepancies</p> <ul style="list-style-type: none"> • Evaluates audit results, communicating with Forestry Manager when follow up action is necessary • Ensures feedback from the crew and re-audit if required
<p>LVL Treatment (Approx 40% / 16 hrs)</p>	<ul style="list-style-type: none"> • Ensures thorough analysis of every glue dosed run and analyses, troubleshoots and provides remedial solutions for any irregularities • Determines action for packs when correct glue dosing is uncertain and applies and follows through on appropriate path of action or remedies • Responsible for determining where verification and routine analytical samples need to be taken, arrange for these to be sampled, complete the preparation, dispatch and complete records • Manages surface treatment production line sampling, sample preparation and dispatch • Maintain, analyse and report third party analytical results for ongoing compliance and process improvement • Clears product for dispatch once verification testing processes complete • Follows up with treatment suppliers on any product quality issues and work through treatment related items raised during audits or by operational staff • Suggest operational changes based on operational processes and analytical results
<p>Cold Pressed Products (Approx 8% / 3 hrs)</p>	<ul style="list-style-type: none"> • Ensures sanded stock is checked for uniformity and conformance to sanding tolerance and cleanliness and follow through on any required actions • Responsible for checking all labelling and paper records are correct and that all data entered is correct • Ensures all required processes and action steps are met • Prepare and test physical samples • Process pack clearance or further testing steps based on test results • Tests the physical set up of large dimension cold pressed products for ongoing structural validation
<p>Structural Verification (Approx 5% / 2 hrs)</p>	<ul style="list-style-type: none"> • Ongoing testing of structural properties of LVL and analysis of results to verify compliance with published physical properties and efficiency of process settings • Responsible for follow up actions in conjunction with the Technical Manager LVL if abnormalities occur
<p>End Product Grading Audits (Approx 20% / 8 hrs)</p>	<ul style="list-style-type: none"> • Responsible for managing and conducting JAS (Japanese Agricultural Standard) End product grading audits • Sample preparation and testing • Reporting of audit results internally and to Nelson Pine's third party

Nelson Pine Industries Ltd

Key Responsibilities	
	certification body
Plant Equipment (Approx 5% / 2 hrs)	<ul style="list-style-type: none"> Responsible for the monitoring, adjustment, equipment checking and calibration testing of various devices within the plant Ensures routine checks are completed Proactive testing and checking is undertaken according to a scheduled and agreed plan in order to minimise product faults/loss and/or downtime
Product & Process Development (Approx 15% / 6 hrs)	<ul style="list-style-type: none"> Responsible for undertaking projects for product and process development as directed by the Technical Manager LVL Projects typically encompass trial and test work associated with new LVL products, research to improve knowledge base of properties and performance of existing products and improvements to the manufacturing process
System Auditing (Approx 3% / 1 hr)	<ul style="list-style-type: none"> Assistance with internal auditing covering Veneer and LVL, plus MDF areas on some occasions. This work is shared between a number of staff to gain the benefit of fresh eyes, ideas and perspectives Assistance with external third party audits Provides regular feedback to the Technical Manager LVL on system improvements
Technical Document Writing	<ul style="list-style-type: none"> Writing and maintenance of documents related to systems and operational processes within the plant
Team Support	<ul style="list-style-type: none"> Maintain knowledge of the key areas of the existing Quality Control Technician - LVL role and the skills to perform those tasks, and provide cover when the existing Quality Control Technician - LVL is not available Assist with aspects of the role of the Technical Manager LVL when he is not available
Work Ethic	<ul style="list-style-type: none"> Maintains quality focus through accuracy and thoroughness in their work Applies understanding of the critical nature of quality control in structural building materials in all work tasks Maintain a high level of professionalism under all conditions, devising solutions and meeting commitments within timeframes and constraints Interprets, understands data and trends and applies relevant knowledge in order to problem solve solutions Ensures a focus on quality and high standards for all Veneer and LVL products All queries are followed through and a high level of communication is provided in all interactions Ensures all processes and records are documented and compiled to a high

Nelson Pine Industries Ltd

Key Responsibilities

	standard
Health and Safety	<ul style="list-style-type: none"> • Supports a health and safety culture throughout Nelson Pine which starts with systems and ends in instinctive behaviours • Ensures Nelson Pine's health and safety policies and procedures are complied with at all times • Ensure hazards are reported and recommendations made to eliminate, isolate or minimise exposure to such hazards
General	<ul style="list-style-type: none"> • Ensures a good working relationship with both management and production as cooperation and collaboration from both groups is critical in order to ensure a quality focus for all products • Provides support to the Technical Manager LVL for other duties that may be reasonably requested from time to time • Occasionally will be required to work non-standard days/hours to fit tasks around plant operations

Key Relationships

Internal	<ul style="list-style-type: none"> • Technical Manager LVL • Quality Control Technician - LVL • Production Supervisors Veneer & LVL • Production Teams • General Managers Veneer, LVL & Forestry
External	<ul style="list-style-type: none"> • Suppliers

Qualifications and Experience

<ul style="list-style-type: none"> • Prior experience in Quality Control is preferred • Excellent knowledge of the suite of Microsoft Office products particularly Excel • Proven high standard of written and verbal communication skills • Timber industry experience beneficial • Competent using power tools including drills, large circular saws, bandsaws etc • Proficiency driving a forklift will be useful, but training can be undertaken at Nelson Pine

Competencies

<p>Quality Orientation – Accomplishes tasks by considering all areas involved; no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.</p>
<p>Initiative – Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is</p>

Nelson Pine Industries Ltd

required; follows a logical course of action to investigate problems and finds solutions; being proactive; takes independent action without waiting for others to take action or request action.

Managing Time – Effectively managing one’s time and resources to ensure that work is completed efficiently.

Planning and Organising – Establishes courses of action for self and others to ensure that work is completed efficiently; ability to manage multiple tasks and projects; adjust priorities when appropriate; allocates appropriate amounts of time for completing own and others work; avoids scheduling conflicts and develops timelines.

Technical/Professional Knowledge and Skills – Has adequate knowledge and skills to perform effectively on the job; maintains knowledge and skills through keeping up with current developments and trends in areas of expertise; uses all information sources available; knows when and how to find data.

Has an interest in the product and processes such that he/she is always looking for and investigating potential weaknesses where things may be going wrong or could be improved.

Communication – Open communication approach; comfortable with dealing with relationships at all levels; stresses major points and follows a logical sequence; checks understanding and presents messages in different ways to enhance understanding.

Continuous Learning – Actively identifies new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.