

# Sawmill Operations Manager

**Status:** Full-time

**Report to:** Director of Social Enterprise

**FSLA Category:** Exempt

**Direct Reports:** None

## Position Summary:

The Sawmill Operations Manager will lead the day-to-day operations of fabricating lumber and other green products from logs collected by various departments from the City of Philadelphia at the Reforestation Hub. They will also co-lead the implementation of the PowerCorpsPHL training curriculum for Sawmill Operator Trainees. Located within the Fairmount Park Organic Recycling Center, The Philadelphia Reforestation Hub is designed to support the city's effort to efficiently manage its incoming wood, improve and maintain the city's forests and natural lands through value creation of "waste" products, and create workforce development opportunities for Philadelphia's young adults. The Sawmill Operations Manager will report to the Director of Social Enterprise Operations.

## Duties and Responsibilities

The Sawmill Operations Manager will:

- **Sawmill Operations:**
  - Operate a wood mill (LT-40 Wood-Mizer) to fabricate lumber and wood products
  - Perform wood identification, including evaluating species (bark, grain, color, smell, diseases, bugs), dimensions, defects and characteristics
  - Perform tree felling, limbing, and bucking
  - Grade/scale logs
  - Grade hardwood lumber
  - Manage Kiln and air drying of lumber
  - Perform equipment maintenance and repair
  - Ensure sawmill site safety
  - Lead site Improvement/expansion projects
    - Electrical, Framing, Redesign, Fencing, Storage
  
- **Reporting and Inventory Management**
  - Manage raw material and products inventory ensuring timely procurement, storage and tracking
  - Prepare and present reports on Inventory, production, maintenance and safety as requested.

- **Team Leadership and Resource Management**
  - Provide leadership and delegate tasks for 3-4 sawmill Operator Trainees
  - Manage Sawmill operation procedures and logistics to fulfill purchase orders and meet PowerCorpsPHL workforce development objectives
  - Coordinate with partners on work orders and special projects
  - Host workdays with PowerCorpsPHL Foundations and Industry Academy Crews
  - Perform quality control of the products produced
  - Participate in product research and development
  - Record and submit data on inventory, orders, and sales using Traece lumber tracking system
  - Adhere to organizational policies and procedures such as attendance, timeliness, conduct, professionalism, customer service, etc.
  - Promote a culture of inclusion, safety, and professional growth practices
  
- **Training and Development**
  - Lead on-the-job training in the safe operation and maintenance of equipment, and the foundations of arboriculture, including:
    - Sawmill and Chainsaws
    - Skid steer/front loader
    - Other 2-cycle power equipment
    - Power tools-Miter/Table saw, Power Drills, Nailers, Jointer, Planer
    - Wood drying Kilns
    - Tree anatomy and physiology
    - Tree planting, Pruning and care
    - Understanding the urban forest

### **Additional Responsibilities**

- Attend program, staff, and community meetings and outreach events as required
- Perform other duties, as requested

### **Education & Experience**

- Minimum 2 years of hands-on experience in horticulture, land care management, Urban Forestry, Green Stormwater Infrastructure, or a related field
- Comprehensive experience in sawmill or wood processing operations, including:
  - Proficiency in using the Wood-Mizer LT-40 or comparable milling equipment.
  - Skilled in chainsaw operation and maintenance, ensuring safety and efficiency.

- o Expertise in mechanical systems operations and repair, troubleshooting issues effectively.
- o Proven ability to operate equipment such as skid steerers and forklifts.
- o Strong knowledge of wood identification and log grading
- o Hands-on experience in carpentry, production, or fabrication tailored for commercial clients.
- Demonstrated ability to mentor and train youth, providing leadership to support personal growth and professional development.

### **Competencies, Knowledge, Skills & Abilities:**

- Attention to detail, self-direction and decision-making skills
- Ability to perform the operation of power tools, hand tools and complex power equipment and perform tasks requiring advanced mechanical aptitude
- Strong work ethic and ability and desire to work outdoors in challenging conditions.
- Excellent interpersonal, presentation, and organizational skills
- Ability to adapt plans and be flexible on short notice and take initiative to problem-solve.
- Proficiency with Microsoft Office, Google applications, and digital reporting
- OSHA-10 certified within one week of hire
- OSHA-30 certified within one month of hire
- Valid driver's license with clean driving record and ability to drive a passenger van or pickup truck required within 90 days of hire
- First AID/CPR Certification preferred
- Knowledge of ANSI pruning standards

### **Caring Relationships**

- Establish and foster; with diverse partners, positive relationships and open, informative and effective communication
- Demonstrate high level of enthusiasm for and ability to convey the PowerCorpsPHL mission to internal and external stakeholders in a clear and compelling manner
- Practice reflexivity in one's work practice, vigilance in identifying errors and inaccuracies, and focus in performing highly detail-orientated tasks

### **Application of Skill and Learning**

- Promote and implement environmentally responsible practices in the sawmill including waste reduction, energy efficiency, and sustainable sourcing of raw materials

- Actively pursues knowledge and information on industry trends and environmental regulations to drive continuous improvement for both immediate tasks and long term program goals
- Connects the "why" behind procedures/protocols and their implementation
- Adapts in the moment based upon assessment of priorities and circumstances

### **Professionalism and Professional Development**

- Provide clear communication and high level of organization to all staff, including sound written and oral communication skills
- Present strong problem-solving processes
- Commit to professional development to advance skill growth of serving urban youth
- Willing and active in identifying opportunity to develop new skills, specifically around data management and technology

### **Cultural Competence and Inclusion**

- Promote inclusive behaviors and practices and equity among staff, setting high standard for open dialogue and problem solving

### **Physical Demands/Work Environment:**

The physical demands and work environment described here are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in an outdoor environment with exposure to noise, dust, and varying temperatures
- Ability to stand, walk, bend, and lift up to 50 lbs. regularly

Please note that this job description is not intended to be a comprehensive listing of required activities, duties, or responsibilities, and is subject to change at any time with or without notice.

**Please submit a resume and cover letter to [carlos@powercorpsphl.org](mailto:carlos@powercorpsphl.org) with the subject line as "Sawmill Operations Manager\_Last Name" (ex. Sawmill Operations Manager\_Talavera)**