



Kiln Operator's Duties

Approximate distribution of the kiln operator's duties in % of the total time at work for a 40 hour work week:

1. Overseeing physical operations of the total drying division – **10% to 15%**
 - a. Actual inspection of activities in the air drying yard, pre-driers, and dry kilns
 - b. Training /addressing adherence to BMPs
 - c. Documenting maintenance needs and submitting work orders
 - d. Follow-up on work order progress
2. Critical sample selection, sample processing, and data collection – **15% to 20%**
 - a. Selecting kiln sample boards and marking kiln sample areas on the boards
 - b. Monitoring air flow and locating kiln sample pockets
 - c. Organizing and entering data from air yard, pre-drier, kilns, dry storage area and processing plant EMCs
3. Kiln Operations Management – **60%**
 - a. Processing and analysis of information
 - b. Planning and coordinating drying operations
 - c. Problem mitigation
 - d. Monitoring quality
 - e. Preparing reports on kiln production and quality
4. Attending meetings on production, quality, training, and long-term planning – **5%**





Kiln Assistant's Duties

Suggested time commitment for a worker to serve as an assistant to the Dry Kiln Operator. This assessment is based on a 40 hr. work week for the assistant with approximately 10% to 50% (based on the # of kilns etc.) of this time prioritized for direct support of the dry kiln department as follows:

1. Daily activities necessary for monitoring the kilns
 - a. Weighting the kiln samples
 - b. Checking wet bulb trays
 - c. Checking fan and controller operation
2. Kiln loading and startup duties
 - a. Cut, weigh and label kiln samples and moisture content wafers, coat ends of kiln samples
 - b. Install sensor pins if applicable
 - c. Prepare kiln sample pockets in locations specified by the kiln operator
 - d. Place kiln samples in the pockets
 - e. Adjust or set the baffles
 - f. Check wet bulb stations and/or connect sensor leads
3. Daily activities necessary for monitoring the air yard and pre-drier
 - a. Weighting MC samples as necessary
 - b. Locate packs specified for building a kiln charge as per instructions from the kiln operator
4. Fill in for the kiln operator when necessary

*The assistant to the dry kiln operator will spend the remainder of their time supporting other operations or departments as needed. Suggested jobs are as follows:

- Assist with lumber grading
- Assist with green or dry lumber processing
- Assist the maintenance staff
- Assist with inventory management
- Assist with data collection for quality control efforts
- Other activities as appropriate for their skill level.

