

## Operations Supervisor Job Description

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| Company:       | Logic Forest Solutions Ltd   |
| Employee:      | TBC                          |
| Job Title:     | Operations Supervisor        |
| Reports to:    | Forest Operations Manager    |
| Date prepared: | August 19 <sup>th</sup> 2024 |

### Position summary:

The Operations Supervisor is primarily responsible for coordination, supervision and quality control of land preparation, establishment, silviculture and general forest operations and ensuring a safe, environmentally sound and efficient operation is achieved. Assistance with other forestry operations including engineering, roading, harvesting, and other project management will be required from time to time.

### Key Responsibilities

#### Tasks

#### KPIs

#### Management / Administration

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| <ul style="list-style-type: none"> <li>- In conjunction with Forest Operations Manager ensure weekly and monthly cashflow forecasting is completed in a timely fashion</li> <li>- Ensure accurate record keeping and filing and ensure all site visit records and associated data is filed correctly.</li> <li>- Job management and timekeeping using WorkflowMax</li> <li>- Fortnightly operational updates to clients and managers</li> </ul> | <ul style="list-style-type: none"> <li>- Positive frame of mind and a can-do attitude</li> <li>- Assist with updating the weekly cashflow forecast prior to meetings.</li> <li>- Ensure all files saved in the correct location at all times within 24 hours.</li> <li>- Accurate timekeeping and job management in WFM</li> <li>- Complete fortnightly reports to customers and Logic managers</li> </ul> |
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#### Forest Operations Supervision

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| <ul style="list-style-type: none"> <li>- Supervision of land development including tracking, land clearance, fencing</li> <li>- Supervise workforce to ensure efficient operations and sound H&amp;S and environmental processes are followed.</li> <li>- General Forest supervision and checks including tree health, tracking, fencing, pests</li> </ul> | <ul style="list-style-type: none"> <li>- Land development is managed and completed in a timely fashion as directed by the Operations Manager.</li> <li>- Maintain regular communication to manager. Ensure assigned site visit reports are completed and be prepared and sent to the Operations Manager within 24 hrs of completion.</li> <li>- All operations are efficiently managed including H&amp;S and environmental.</li> </ul> |
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| <ul style="list-style-type: none"> <li>- Liaison with neighbours and other stakeholders around fencing, stock and other issues</li> </ul>   | <ul style="list-style-type: none"> <li>- Ensure prompt communication when there is an issue and ensure a solution is found. Build strong relationships with Stakeholders.</li> </ul>   |
| <p>Health &amp; Safety Compliance</p>   |  |
| <ul style="list-style-type: none"> <li>- Strong focus on LFSL Health &amp; Safety policy and procedures, ensuring compliance and best practice is followed.</li> <li>- Work in a productive and safe manner at all times.</li> <li>- Supervise Forest Management operations to ensure compliance.</li> <li>- Involvement in prestart meetings for new blocks for new jobs and ensure this is thorough, understood and signed off by all parties. This includes Job prescription, risk assessment, Plant and equipment audits, TMP's, etc</li> <li>- When directed by the operations manager, carry out regular auditing of all Contractor operations to ensure compliance and best practice is being followed.</li> </ul> | <ul style="list-style-type: none"> <li>- Ensure all Forests and forest operations are compliant under current health &amp; safety regulations.</li> <li>- Ensure all health &amp; safety documentation of operations is current and complete and filed in the correct location within 24 hours.</li> <li>- Ensure a copy of all prescriptions and pre-starts are scanned and file in the appropriate job within 24 hours of commencing.</li> <li>- Audits and reporting completed as per schedule</li> </ul> |
| <p>Environmental Compliance</p>   |  |
| <ul style="list-style-type: none"> <li>- Strong focus on LFSL Environmental policy and procedures, ensuring compliance and best practice is followed.</li> <li>- Manage assigned Forest operations appropriately and strongly consider environmental aspects and to plan for best practice all through the rotation.</li> <li>- Carry out Pre and Post Forest storm assessments when and as directed by the Operations Manager.</li> <li>- Complete relevant environmental monitoring, auditing and compliance when and as directed by the Operations Manager.</li> </ul>   | <ul style="list-style-type: none"> <li>- Ensure all operations are conducted to environmental best practice standards.</li> <li>- Ensure regular environmental monitoring of forests and operations when and as directed by the Operations Manager.</li> <li>- Make necessary changes to plans when environmental compliance is compromised.</li> <li>- Ensure the environmental audits and monitoring reports are filed in the appropriate job within 24 hours.</li> </ul>                                  |
| <p>Forest Establishment Supervision</p>   |  |
| <ul style="list-style-type: none"> <li>- Supervision of Planting and Releasing operations including pre operations, Quality Control, markup etc</li> </ul>  | <ul style="list-style-type: none"> <li>- Assist with developing an accurate workplan and ensure regular communication with planting crew.</li> </ul>   |



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| <ul style="list-style-type: none"> <li>- Assist with management of tree stock deliveries and ensure these are planned to align with planting production.</li> <li>- Ensure tree stock handling is in line with best practice.</li> <li>- Ensure forest access is workable for forest management activities, particularly in times of high fire danger.</li> <li>- Supervise suitably qualified and professional contractor base to ensure an efficient and thorough operation.</li> <li>- Assist in the management of tree health and growth monitoring process.</li> </ul> | <ul style="list-style-type: none"> <li>- Operations completed to a high standard and on time.</li> <li>- Regular tree stock delivery. Maximum 7 days from nursery to planted.</li> <li>- Minimal handling and care taken by all persons handling trees.</li> <li>- Maintain prompt and timely reporting to Manager, a daily minimum.</li> <li>- Good access to forests is always maintained.</li> <li>- Forest establishment operations are well supervised to ensure smooth and accurate operation in the field</li> </ul> |
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Silvicultural Supervision

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| <ul style="list-style-type: none"> <li>- Complete field pre assessment inventory as and when assigned by the Operations Manager</li> <li>- Onsite supervision of a contractor when assigned by the Operations Manager.</li> <li>- Carry out on site supervision including prestart, QC assessments, and H&amp;S and environmental checks when and as assigned by the Operations Manager.</li> <li>-</li> </ul> | <ul style="list-style-type: none"> <li>- Accurate data collection using the relevant Survey 123 template.</li> <li>- Ensure the Contractor follows all work specifications, Health and Safety and environmental procedures as detailed in the relevant job prescription.</li> <li>- Efficiently management of silviculture operations</li> </ul> |
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Qualifications, Experience and Competencies

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| Qualifications and Experience | <ul style="list-style-type: none"> <li>- Forestry qualification at Diploma level or above preferred</li> <li>- At least 2 years working in an Operations Supervision Role</li> </ul>   |
| Core Competencies             | <ul style="list-style-type: none"> <li>- Demonstrated expertise and experience in Operations Supervision role.</li> <li>- Willing, energetic and keen to learn new skills</li> </ul>   |
| What we expect from you       | <ul style="list-style-type: none"> <li>- Able to manage workload, establish priorities.</li> <li>- Meet monthly budget and other firm KPI's.</li> <li>- Efficient management and reporting of forest operations.</li> <li>- Communicate clearly and in a timely manner with manager.</li> <li>- Proven experience with office software such as Microsoft Office</li> </ul> |
| What we want from you         | <ul style="list-style-type: none"> <li>- Fit well into our team culture.</li> <li>- Work effectively under pressure</li> <li>- Meet deadlines.</li> <li>- Help and Support other team members when appropriate</li> </ul>  |



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| Live into our Core Values | <ul style="list-style-type: none"><li>- Honesty – We are honest to ourselves, our team, and the people we work with</li><li>- Legacy – We advance our industry for the benefit of the land and the people.</li><li>- Innovation – We are progressive explorers, always searching to lead the way.</li><li>- Quality – We strive for excellence in all that we do.</li><li>- Fun – We enjoy and are grateful for the opportunity</li></ul> |
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Hours of work:

Generally, 40 hours per week being flexible from Monday to Friday. From time to time and dependant on workload some additional hours and/or weekend work will be required.

General:

Read and agreed to by:

Signed:

Name:

Date: