

<b>Position Title:</b>	<b>Senior Systems Engineer</b>	<b>Location:</b>	<b>Leamington</b>
<b>Department:</b>	<b>Corporate IT</b>	<b>Wage Grid:</b>	
<b>Reports to:</b>	<b>IT Administrator</b>	<b>Direct Reports:</b>	<b>None</b>

**Highline Vision and Values:**

Passionately nourish people, community and environment, through embracing our core values, which include:

We do the right thing, always. We lead the way. We are fanatical about quality. We are transparent in our relationships. We always consider the human element. We embrace diversity and inclusion.

**Position Summary:**

The mission of the Senior Systems Engineer is to ensure the stability, integrity, and efficient operation of the information systems that are used to carry out everyday business functions. This is achieved by monitoring, maintaining, supporting, and optimizing all networked software and associated operating systems. The Senior Systems Engineer will apply proven communication, analytical, and problem-solving skills to help identify, communicate, and resolve issues in order to maximize the benefit of investments made in IT systems.

**Expected Outcomes:**

1. **Leadership & Code of Conduct:**
  - a. Embrace and support the Highline Culture and values, acting as brand ambassador at all times
  - b. Interact with others in a manner that promotes respect, confidentiality and dignity
  - c. Develop and actively foster an engaged work force, displaying professionalism at all times
2. **Safety**
  - a. Adheres to Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
  - b. Reports unsafe conditions immediately to Direct report or member of the Safety team
  - c. Reports all incidents, injuries or near misses immediately to Direct report or Safety Advocate
  - d. Cooperates in the Early & Safe Return to Work Program if an injury or medical illness requires accomodation
3. **Key Responsibilities:**
  - a. Integrate servers, including database, e-mail, print, and backup servers and their associated software into enterprise systems.
  - b. Design and perform server and security audits, system backup procedures, and other recovery processes in accordance with the company's disaster recovery and business continuity strategies.
  - c. Establishes and maintains systems to secure and control deployed technologies.
  - d. Monitors for compliance and enforces policies outlining acceptable use of company systems, assets and information resources
  - e. Propose and create system design models, specifications, diagrams, and charts to provide end to end transparency of the systems described.
  - f. Create and maintain documentation as it relates to system configuration, mapping, processes, and service records.
  - g. Conduct research on software and systems to justify recommendations and to support purchasing efforts.
  - h. Develop and monitor key performance indicators for the IT systems that reflect on real world impact of these IT systems
  - i. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing work networks and participating in professional societies.
  - j. Achieves work results by establishing priorities, monitoring progress, revising schedules as needed, and resolving problems as they arise.
4. **Employee Relations:**
  - a. Collaborate with other IT associates to ensure smooth and reliable operation of software and systems that fulfilling business objectives and processes.
5. **Tools and Equipment:**
  - a. Ensures the safe operating condition of equipment and reports unsafe or inadequate equipment to the IT Administrator and/or maintenance department and, if necessary, removes it from service.

**6. Other Duties::**

- a. Works closely with all departments and farms to resolve IT issues
- b. Participate in training as required
- c. Participates in weekly IT meeting and other meetings as required

**Qualifications & Experiences:**

**Education & Past Experiences:**

A combination of professional experiences or equivalent combines education, designation and work experience will be considered;

- IT Professional with 10+ years of experience
- Bachelors degree in Computer Science and Business Administration preferred
- Extensive knowledge of IT systems and regulatory requirements.
- Ability to critically evaluate and troubleshoot complex problems.

**Personal Attributes:**

- Self-starter who can work independently, is self motivated and is adaptable to a changing environment
- Ability to participate on multi-disciplinary teams.
- The ability to absorb, digest and relate detailed technical, business and regulatory information.
- Strong organizational and communication skills.

**Other:**

- Eligible to work in Canada
- Fluency in English, both verbal and written is required.

**Required Training:**

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, Confidentiality, The Use of Computer Network, Email, and Internet Policy, AODA, WHMIS, Incident Response and Reporting, Emergency Response Plan, Ergonomic Policy and the Highline Stretching Program, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy, MOL Worker Awareness.

Mobile Device Policy, Computer Policy, Confidentiality, Mental Health First Aid Training.

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This job description should not be construed as an exhaustive list of duties and responsibilities to be performed by persons assigned to this position. It is not intended to limit or in any way modify the right of the manager or supervisor to assign, direct, or control the work of associates under his or her supervision. Job descriptions may be revised at any time during the course of employment as required.

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