

<b>Position Title:</b>	<b>Packing Maintenance</b>	<b>Location:</b>	<b>ON</b>
<b>Department:</b>	<b>Maintenance - Packing</b>	<b>Wage Grid:</b>	<b>M1</b>
<b>Reports to:</b>	<b>Maintenance Manager</b>	<b>Direct Reports:</b>	<b>None</b>

**Highline Vision and Values:**

We aim to 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:**

Responsible for providing maintenance support for the packing department, prioritizing major and minor repairs to minimize downtime. Assists with new installations and restorations to equipment, implements efficiencies to reduce or minimize breakdowns, ensuring timely repairs.

**Expected Outcomes:**

**1. General Duties**

- a. Has knowledge of all packing operations, equipment, and maintenance responsibilities
- b. Has low voltage electrical experience and knowledge; completes minor electrical jobs
- c. Performs minor and major repairs on buildings and equipment unsupervised including, but not limited to, replacing and repairing parts, pneumatics, low voltage electrical, and equipment, buildings and facilities
- d. Completes preventative maintenance duties and completes checklists as assigned
- e. Evaluates jobs and determines requirements
- f. Observes and reports any issues in packing and on the farm.
- g. May operate a computer which controls and monitors mechanical equipment and utility systems
- h. Responds & assist to emergency maintenance requests as required
- i. Assists and supports contractors
- j. Able to come in after hour call-ins
- k. Performs any other duties as assigned.

**2. 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

**3. Safety:**

- a. Adheres to the Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
- b. Reports unsafe conditions immediately to the supervisor
- c. Reports all incidents, injuries and near misses to the supervisor immediately
- d. Cooperates in the Early and Safe Return to Work Program if an injury or medical illness requires accommodation.

**4. Food Safety:**

- a. Follows all Good Manufacturing Practices (GMP's) as trained

**5. Quality:**

- a. Adheres to all quality standards per customer specifications

**6. Tools and Equipment:**

- a. Supply own manual tools
- b. Forklift
- c. Hand and Power tools
- d. Scissor Lift

**Qualifications:**

- Must be eligible to work in Canada
- Must be at least 16 years of age
- Three to five years of experience in building and mechanical equipment maintenance/repair preferred
- Experience and/or education/training in pneumatic controls, welding, hydraulics, farm equipment is an asset.

**Required Training:**

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, AODA, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy and the Highline Stretching Program, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.

**Job Specific Training-**

- Department Hazard Awareness Checklist
- Forklift Certification
- Lockout/Tagout Training
- Scissor Lift Training
- Fall Arrest Training
- Machinery and Equipment Policy Training
- H2S Awareness Training
- Hot Work Training
- Ladder Safety Training
- Heavy Equipment Training
- Machine Guarding and Hazard Awareness Training
- Fit Test and Respirator Care Training
- Telehandler/Bobcat Training
- Working at Heights Training
- Power Jack Training
- Job Specific SOPs

Other training as identified from time to time by the company.

**Working Conditions:****Physical:**

While performing the duties of this position, the associate is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk and hear. The associate is occasionally required to sit and must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this position include close vision, distance vision, colour vision and depth perception.

**Environment:**

While performing the duties of this position, the associate is frequently exposed to moving mechanical parts. The associate is occasionally exposed to wet and/or humid conditions, high, precarious places, fumes and/or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to occasionally loud.

Weekend and/or evening and holiday work as required. Position requires a willingness to work a flexible schedule.

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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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*By signing below, I acknowledge that I have reviewed and accept the responsibilities noted within this job description.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date