

Position Title:	Maintenance Supervisor	Location:	ON
Department:	Maintenance	Wage Grid:	Confidential
Reports to:	Maintenance Manager	Direct Reports:	Maintenance Associates

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:

Responsible for overseeing the daily maintenance operations for all assigned farms and facilities, prioritizing major and minor repairs to minimize production downtime. Supports the Facility and Process Maintenance Manager by implementing efficiencies to reduce or minimize breakdowns and ensure timely repairs.

Expected Outcomes:

1. **Maintenance Department Supervision**
 - a. Leads, arranges and assists as required ensuring completion of major and minor repairs to all farm equipment and buildings at all assigned locations
 - b. Responds to requests for emergency maintenance services and delegates as required
 - c. Oversees the Preventative Maintenance Program, ensuring all tasks are completed on a timely basis
 - d. Ensures the completion of daily, weekly and monthly checklists for building equipment procedures, maintaining detailed, accurate records of maintenance procedures directly associated with food safety and SQF food programs
 - e. Effectively plans, coordinates and organizes the daily assignment of task for maintenance associates
 - f. Supervises the general conduct of the maintenance associates
 - g. Plans projects and major repairs, ordering required materials and sourcing replacement parts as needed
 - h. Monitors and manages spare parts inventory, including requesting quotes via email, and creating requisitions
 - i. Assists the Facilities and Process Maintenance Manager with the review of existing equipment and buildings, planning for repairs or upgrades, which may include tendering project bids
 - j. Oversees the day to day communication with maintenance associates, including completion of maintenance tasks, log book entries, and emergency requests
 - k. After-hours call and extended days, if needed

2. **Employee Relations and Scheduling**
 - a. Assists the Human Resources Department in building a focused team of consistently trained associates
 - b. Acts as a positive resource, providing motivation, support and guidance to all associates
 - c. Issues corrective action and/or discipline when warranted with the assistance of Human Resources
 - d. Creates and maintains departmental schedules for maintenance associates
 - e. Responsible for probationary and annual performance reviews for all maintenance associates
 - f. Manages department attendance, completing timecards in Avanti and ensuring timely approvals for payroll
 - g. Reviews and processes all requests for shift switches, vacation, leaves of absences, etc.
 - h. Ensures staff are properly utilized to minimize overtime and ensure the fair and equitable assignment of hours of work among associates

3. **Leadership & Code of Conduct**
 - a. Embraces and supports the Highline culture and values, acting as brand ambassador at all times
 - b. Interacts with others in a manner that promotes respect, confidentiality and dignity
 - c. Develops and actively fosters an engaged work force, displaying professionalism even when challenging to do and while quickly managing the culture to stop behaviours not aligned to the Company Values.

4. **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 accommodation
5. **Safety Food Quality Standards**
- a. Follows all Good Manufacturing Practices (GMP's) as trained
6. **Training and Development**
- a. Provides training, support, mentoring and leadership development to departmental associates
 - b. Assists in the documentation of training records
 - c. Conducts performance evaluations, determining if and when associates are ready to move to a higher classification on the wage grid
7. **Other Duties**
- a. Facilitates improvement activities with other department managers and area supervisors
 - b. Provide meaningful recommendations for continual improvement or innovation

Qualifications & Experience:

Education & Past Experiences:

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

- Industrial Certification (ex. Millwright, Welder, Electrician)
- 3-5 years of progressive experience in a maintenance environment, including supervision of a team of associates
- Experience and/or education/training in pneumatic controls, welding, hydraulics, and/or farm equipment an asset
- Strong mechanical background
- Experience with Boiler Systems preferred
- Low voltage electrical experience an asset
- Familiar with computer operations including email, word and excel

Personal Attributes:

- Ability to problem solve, strong analytical skills
- Demonstrably strong organizational skills and the ability to prioritize
- Strong communication and interpersonal skills
- Must be able to handle multiple projects simultaneously in a changing, deadline driven environment
- Ability to work independently and as part of a team and take on new tasks with a high level of difficulty
- Attention to detail and accuracy, appropriately balanced with the need to complete tasks
- Self-starter who can work independently, has an adaptive personality that can deal with ambiguity

Other:

- Eligible to work in Canada.
- Fluent in written and verbal English, other languages are an asset.

Required On-The-Job Training:

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Social Responsibility, 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
- Supervisor Training
- Social Responsibility Training
- Contractor Safety Program Training
- Process Change Management and Procurement Training
- Machinery and Equipment Policy Training
- Pandemic Mitigation Training
- H2S Awareness Training
- Hot Work Training
- Ladder Safety Training
- Heavy Equipment Training
- Aerial Platform Training
- Incident Investigation Training
- Machine Guarding and Hazard Awareness Training
- First Aid/CPR/AED Training
- Fit Test and Respirator Care Training
- Telehandler/Bobcat Training
- Working at Heights Training
- Power Jack Training
- Job Specific SOPs

Other training as self-identified for professional development or skill enhancement or identified by Highline.

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.

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.

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

Print Name

Signature

Date