

# Harvest Community Inc.

## Production, Transportation and Maintenance Support Vehicle and Equipment Maintenance Liaison

**Core Values:** Harvest Community Inc. is a rural non-profit organization located near Kronau, SK that dedicated to providing training, employment, and recreational opportunities for adults with diverse abilities. Staff work together to nurture an atmosphere that is positive and life-giving, always reinforcing positive effort while promoting dignity and respect of each individual.

**Primary Functions:** To empower and support participants in production tasks through training, supervision, and modelling. To maintain grounds, vehicles, equipment and facilities. To participate in group recreational programming.

**Accountability:** Reports directly to the Program Manager. Works in coordination with the Production Supervisor, Horticultural & Special Projects Supervisor, and other production staff.

**Duties & Responsibilities:** Duties include, but are not limited to:

### General

- To be a role model in the workplace
- Encourage positive interpersonal relationships in the workplace
- Understand and utilize Positive Behaviour Support techniques including Supported Decision-Making
- Provide day-to-day support and supervision in vocational and recreational programs
- Participate in team meetings and trainings onsite offsite, and online
- Assisting the training of new staff as they shadow you in various aspects of your duties
- Maintain clean and safe work and Day Program spaces
- Participate in Occupational Health & Safety Committee Meetings and Workplace Inspections
- Maintain the highest standards of confidentiality and privacy as per the organization's policies
- Other related duties as assigned

### Production Facilitation

- Create and maintain a safe and productive work environment according to or exceeding company standards
- Preparing work spaces and working directly with participants in training them in production skills and providing opportunities for them to practice skills repeatedly or try new tasks

- Coaching individuals to build life and vocational skills while promoting independence
- Supervising and participating in work-based activities including, but not limited to handi-flag production, cutting rags, making splice kits, hantavirus kits, and test leads.

#### Maintenance & Transportation Support

- In consultation with the Horticultural & Special Projects Supervisor and Production Supervisor, perform routine inspections of the grounds and facilities and take necessary steps to maintain the facilities ie. lawn care, snow removal, clean out chicken coop, ensure animal shelters and living spaces are properly cared for
- Ensure vehicles (trucks, busses, cargo van, etc.), equipment (rag machines, flag machines, weed whippers, snow blowers, etc.), and implements (tractors and attachments, riding lawn mowers, etc.) are properly operated, maintained, and are in safe working order
- Assess vehicle, equipment, and implement maintenance concerns and consult with the Production Supervisor. Perform minor repairs or arrange for professional maintenance where necessary, as directed.
- Notify applicable staff of maintenance plans and equipment's working condition.
- Conduct delivery of vehicles, equipment and implements to the locations where they will receive professional assessment and maintenance.
- Receive cost approval from the Executive Director for high-cost maintenance.
- Assess facility maintenance concerns and perform minor repairs and maintenance as directed or report to the Facility Maintenance Liaison, Program Manager and Production Supervisor as needed
- Document and report safety concerns using appropriate avenues
- Document repairs, upgrades, etc. in SALUS and keep record of inspections. Submit paperwork to the Production Supervisor for filing
- Liaise effectively and professionally with team and stakeholders
- Act as the back-up truck-run driver and back-up bus driver for Day Program, camp, and other Harvest Community Inc. sanctioned activities as assigned
- Provide camp preparation and maintenance support as directed (travel and overnight stays required)
- Operate the forklift, tractors, and other farm equipment
- Other duties as required

#### **Working Conditions:**

- Will be required to work amicably alongside other staff and participants in a team setting
- Will be required to complete some tasks independently
- Wear appropriate attire and PPE for daily work-centre activities

- May be required to work with dangerous chemicals and follow proper procedures
- Will be required to work indoors and outdoors
- Indoor environments are often loud and busy
- May be required to travel individually, with coworkers or participants, and transport clients using a personal vehicle or organization vehicle
- Will be required to participate in physically demanding or strenuous activities
- May be required to use a ladder
- Will be required to display flexibility to prioritize tasks when unexpected situations arise

**Abilities and Skills Required:**

- Relevant experience and education in general maintenance
- General knowledge of carpentry, electrical, mechanics, and plumbing
- Safe use of gas-powered tools, electric tools, hand tools and motor vehicles
- Current First-Aid/CPR C Certification
- Decision-making, problem-solving, coaching, time management, and organizational skills
- Be innovative, motivated, and a team player
- Passion for creating inclusive community
- Understanding of and commitment to Harvest Community Inc.'s Mission and values
- Completes paper work as required
- Have a valid Saskatchewan's Class 5 Driver's License and reliable vehicle (Class 4 license an asset), and submit an acceptable Driver's abstract
- Successful completion of WHMIS and OHS Level 1
- Possess a current forklift operation certificate
- Must provide an acceptable Criminal Record Check with Vulnerable Sector Check prior to employment
- Be available for full-time work from Monday to Friday from 8am-4pm. May be required to work alternative hours as determined by Harvest Community Inc.
- Able to safely lift a minimum of 50lbs, climb ladders, push/pull equipment, crawl, and bend
- Demonstrates good work ethic and job appreciation
- Will be required to prioritize tasks and be self-motivated in completing tasks