

<b>Job title</b>	<b>Farm Hand – Equipment Operator</b>
<b>Reports to</b>	Farm Manager
<b>Direct Reports</b>	No
<b>Over-time Exempt</b>	No
<b>Employee Level</b>	1
<b>Location</b>	Onsite (plant/farm)

### About the Company

At St Francis Herb Farm, our Certified Organic Farm adheres to strict organic principles to cultivate the highest quality herbs for use in our Plant Medicine production. We work hand in glove with nature to understand, nurture, and extract the healing compounds to be found in the plant world. We are multigenerational herbal artisans who have spent 35+ years researching and cultivating our knowledge and trade.

Manufactured in Canada’s largest dedicated plant medicine facility, our herbal products can be found on store shelves and in Naturopathic Doctors’ offices across Canada and beyond. We craft liquid and powdered extracts, creams, salves, and syrups to help Canadians on their wellness journey.

For more information, visit our website at [stfrancisherbfarm.com](http://stfrancisherbfarm.com)

### Job Purpose

The Farm Hand - Equipment Operator works closely with the Farm Manager to support facility and farm operations with a focus on equipment operation and supports the Farm Hand roles.

The candidate will have good communication and record-keeping skills to ensure proper and timely maintenance and preventative maintenance of farm equipment. This role requires flexibility in time management and tasking, based on farm priorities and weather conditions. The ideal candidate will be knowledgeable in plant identification, playing an important role in harvest inspection and foreign material/contaminant removal.

### Duties and Responsibilities

- Communicating with Farm Manager, Equipment Technician and Farm Hands for safe operations and proper use and maintenance of our equipment, tools, and tractors.
- Follow our field management plan to prepare and maintain production areas using various tractors and implements for seeding and managing cover crops, planting and harvest goals, under advisement from the Equipment Technician and the Farm Manager.
- Provide safe utilization and maintenance of various tractor and gas/diesel/battery/electric power tools and implements such as snowblower,

grader, bed lifter, rotary, mower, plough, discer, harrower, disc-bedder, bed conditioner, waterwheel planter, wagons, trailers, buckets, seeder, spreader and forks, brush cutter, woodworking tools, or similar implements as acquired by the farm.

- Performing Farm duties with equipment as per our Management Plan: selective mowing, moving materials, harvests, bulk herbs, compost, inputs, etc
- Support farm activities: greenhouse work, watering, moving materials, planting, maintenance, cultivating, harvesting, inspection of herbs, on-farm processing, packaging and transportation; monitoring of systems; sanitation and cleaning; pest control; record keeping: farm notes, field work, preventative maintenance; moving hosing, irrigation equipment; etc. as needed
- Perform laborious and dexterous farm and greenhouse activities: soil preparation and plug tray prep, seeding labelling, spot watering; record keeping; performing field walks to understand and monitor production goals and areas; harvesting and cleaning quantities of herbs, curating herbs, transferring herbs to drier, packaging herbs;
- Plays a key in role in maintaining Good Agriculture and Collection Practices for On-Farm Processing, as per our standards
- Leading work bees, supervising staff when necessary
- Pest Control: greenhouse, drying area, production area
- Retrieving Herb waste using the tractor/aerating compost with tractor/compost management under direction of the farm manager; applying compost to production areas.
- Equipment Maintenance and Record Keeping: Maintain accurate records of activities, maintenance schedules, providing relevant information to the farm technician and management.
- General Farm Maintenance, as directed
- Safety and Compliance: Adhere to all safety protocols, including the proper use of personal protective equipment (PPE), and ensure compliance with farm regulations, environmental standards, and health and safety guidelines.
- Adhere to Standard Operating Procedures as outlined in our Good Agriculture Collection Practices and protocols; able to direct others to comply with our high standard procedures and methods.
- Leading specific initiatives or projects
- Other duties, as required, to support farm and facility operations, priorities and company communications.

### **Education & Experience Required**

- Highschool Diploma, GED or equivalent, required.
- Valid Class G driver's license.
- Basic Microsoft Office suite competency.
- Successful completion of a Tractor Safety Training Course.
- 3-5 years Experience with Farm or Heavy Equipment Operation with various implements and hitches, Preventative Maintenance

- 3 years Gardening, Greenhouse, Farming, Horticulture Experience. Has a strong knowledge in Plant Identification for field maintenance and Herb Harvest Quality Control.
- Must possess basic math skills.
- Must be willing to adhere to St Francis Herb Farm health and safety standards, policies and procedures.
- Must wear appropriate uniform and PPE, as required, such as CSA approved safety boots, work gloves, eye protection, particulate mask and hearing protection.

### **Competencies**

- Has a strong understanding of Organic Farming Practices, recognizing the importance of adherence to our Organic Farm Management Plan.
- Experience operating various tractors, implements and hitches, or similar heavy or small equipment as acquired by the farm. Willingness to learn our Low-Till process to prepare and maintain Production Fields.
- Ability to work in a team setting; have flexibility with their role throughout process and communicate effectively. Willing to take direction and give instructions.
- Ability to work independently, learn quickly, have a can-do attitude.
- Diligent with workflow, new priorities, opportunities, and action plans.
- Strong written and verbal communication skills.
- Highly organized with excellent attention to detail.
- Ability to prioritize tasks effectively using time management skills.
- Creative thinker with the ability to contribute innovative ideas.
- Willing to broaden understanding of organic principles, our production herbs, native and problem weeds.
- Holds the Values of St Francis Herb Farm.
- Striving to produce the highest quality organic herbs, from seed to shelf.
- Has an interest in learning about natural health and the power of plant medicine.

### **Working conditions**

- Work schedule will vary up to 32 hours per week, based on the needs of the business, weather conditions, and may include early morning, evening or weekend shifts.
- Core Company Operating Hours are Monday to Friday from 7:30 am to 4 pm.
- Must be available on-site at 50 Lane Street, Barry's Bay ON

### **Physical requirements**

- Working in extreme weather conditions and exposure to the elements.
- Ability to physically inspect company products, equipment, and property.
- Specific vision requires include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to lift, push or pull up to 20 kg using safe lifting techniques.
- Manual dexterity to use farm equipment and tools.

- Working in a loud environment and wearing approved hearing protection.

### **Application Information**

St. Francis Herb Farm is happy to provide employment accommodations during the recruitment process. Should you require an accommodation, work with you to meet your accessibility needs.

Inquiries can be directed to:

Email: [jobs@stfrancisherbfarm.com](mailto:jobs@stfrancisherbfarm.com)

Phone: 343-804-5999

To apply, please reference the Job Title(s) you are applying for and submit your cover letter and resume by 4 pm on April 26 to: [jobs@stfrancisherbfarm.com](mailto:jobs@stfrancisherbfarm.com)