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### ROLE OF SEED CLEANING PLANT MANAGER

The Plant Manager's role is to apply sound management practices in the daily operations of the Plant and to plan for future Plant facilities and equipment needs, in consultation with the Manager of Agricultural and Environmental Services.

### POSITION DESCRIPTION - MANAGER, SEED PLANT

#### DUTIES:

Devise and establish operational procedures to ensure high standards of operation meeting all Federal and County standards for efficiency, cleanliness and safety.

Responsible for development and updating of a Quality Assurance Manual and the operation of the Seed Cleaning Plant according to the guidelines established in the Manual.

Responsible for keeping up qualifications as an Operator of an Approved Conditioning Facility, a Certified Grain Sampler and a Certified Grader.

Responsible for keeping a current Pesticide Applicator's License.

Develop the annual budget estimates and monitor expenditures

Grade Pedigreed Seed under guidelines of the Canada Seed Act.

Schedule, receive and clean grain from producers with courtesy and prompt service.

Ensure chemical treatment of seed is applied according to specifications.

Ensure records of Pedigreed Seed And Samples of Pedigreed Seed are kept as required by the Canada Seed Act.

Ensure the maintenance of a work order system, accounting records, statements, and receiving of payment for seed plant services

Repair machinery and equipment and/or obtain and supervise contractors to provide needed services.

Ensure the maintenance of adequate inventory of tools, parts, equipment and supplies.

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Ensure rough and clean samples of all grain lots cleaned are kept.

Recruit, interview and hire staff for the Seed Cleaning Plant.

Train and supervise Seed Cleaning Plant staff.

Provide information and assistance to producers and the public.

Cooperate with the manager, Agricultural and Environmental Services in the maintenance of office facilities and the services of an Administrative Assistant.

Cooperate with the Manager, Agricultural and Environmental Services to serve the Agriculture Community in all areas.

### QUALIFICATIONS

This position requires High School Graduation, preferably a Seed Technology Diploma, Qualifications to grade Pedigreed Seed under the Canada Seed Act, and a valid Pesticide Applicator's License. A class three driver's license is required. A strong mechanical and welding background is necessary. Ability to provide good customer service and scheduling of cleaning and treating and staff requirements, along with at least three years experience in a Seed Cleaning Operation would be necessary