

PURE SUNFARMS™

Maintenance Planner

Pure Sunfarms is a vertically integrated, large-scale, low-cost supplier of high-quality cannabis to the Canadian adult recreation market, headquartered in Delta, BC. As a 50/50 joint-venture of Village Farms and Emerald Health Therapeutics, Pure Sunfarms is backed by one of North America's leaders in high-tech greenhouse growing.

We are trail blazing this industry with some serious clout – and by serious, we mean a 30-year track record of operating mega-scale greenhouses. We are led by a team of seasoned executives along with a team of cultivation experience from around the world. Let's just say - we are building and operating on a whole new level.

As a **Maintenance Planner**, you are a proactive go-getter who is an expert when it comes to planning, scheduling, and coordinating. Your ability to plan all predictive, preventive, condition-based and project/backlog maintenance work, in conjunction with the production and operational plan will help us effectively and efficiently execute activities in a coordinated way.

ESSENTIAL FUNCTIONS

- Ensures internal and external labor resources are available and coordinates execution of the plan in conjunction with the production schedules through working with the Cultivation and Operations Teams in a timely manner;
- Manage technical data ensuring that appropriate information, are organized and be responsible for updating when a modification, improvement, or addition is made to manufacturing, utilities, and/or other support area equipment;
- Partner with the Facility Maintenance Manager and Technicians to create and coordinate and distribute manpower and work schedules;
- Determines need for special tools and equipment and arranges their scheduling for work order completion;
- Responsible for coordinating with the Greenhouse Cultivation and Operations Teams on machine availability;
- Monitor work order completion, backlog, and schedule compliance to ensure health of maintenance systems;
- Provide support for the development of any new technical documents and provide the organization structure to manage any new documents;
- Communicate with Facility Maintenance Manager and Maintenance Technicians to prioritize and escalate critical work orders as necessary;
- Determine parts requirements;
- Ensuring 100% site parts inventory, including weekly monitoring of inventory levels;
- Responsible for reviewing, analyzing, and evaluating the quality, cost, and availability, of parts for the maintenance planning process;

- Updating new parts manuals, operating manuals, drawings, and files;
- Supports the Maintenance Technicians by providing expert guidance and maintains open flow of communication up and down the maintenance chain;
- Ensure safety procedures are built into all job plans.

OTHER DUTIES

We are essentially a start-up, rolling up our sleeves to build something bigger than ourselves. Other duties may arise from time to time/most of the time and as a team, we look to support each other.

YOUR BRAND AND STORY

We already know you love organizing and scheduling in advance and with coherence, but we want to know more about your strengths. You're good at the following:

- High school diploma or equivalent;
- Five (5) years maintenance experience in an industrial manufacturing environment;
- Technically strong in all aspects of maintenance with a good understanding of mechanical equipment and reliability programs;
- Experience in work execution, coordination and an understanding of scheduling basics and how it applies to execution;
- Proven organization and time management skills; detail-oriented; high level of integrity, honesty and professionalism; able to work independently;
- Excellent verbal and written communication;
- Strong analytical, critical, economic thinking and problem-solving skills;
- Ability to performance in a fast-paced environment;
- Must have the ability to obtain and pass a RCMP Criminal Record Check and maintain security clearance.