



- Maintains regular inspection and upkeep of all farm machinery, equipment, and buildings, and schedules repairs, maintenance, and replacement of equipment and machinery as necessary
- Builds professional networks and promotes good relations with suppliers, farmers, neighbors, and partners, including liaison with suppliers, consultants, and industry representatives
- Keeps accurate crop production records, including the collection of data, the use of digital technology tools, and industry innovation to increase the efficiency of the farm
- Performs farming duties, such as operating farm equipment, grain/oilseed handling, and the transportation of agricultural products
- Ensures all farm inventory, including seed, agricultural farm inputs, chemicals, parts, fuel, and lubricant, is effectively stored, accounted for, and maintained
- Inspects crops and fields to determine maturity dates or to estimate potential crop damage
- Ensures a safe working environment with compliance with all safety procedures

### **Land Management**

- Conducts soil and water testing and determines soil enhancement and water strategy for the farm
- Oversees bin and yard utilization and yard maintenance
- Demonstrates equitable and ecologically regenerative practices that promote good ecological stewardship

### **Employee Supervisory Services**

- Assists with the recruitment, training, mentoring, and retention of farm employees, including conducting performance appraisals and providing productive employee feedback
- Oversee the day-to-day activities of the farm employees, including in-field training
- Ensures all farm employees adhere to farm safety standards and regulations by providing farm safety audits as necessary
- Emphasizes the safe use of tools, equipment, and machinery and provides on-site training and instruction as needed
- Inspect the completed work for employees to ensure that it was completed properly
- Direct and coordinates worker activities, such as planting, irrigation, chemical application, harvesting, and maintenance
- Facilitates farm team meetings

### **Administrative Services**

- Prepare activity and data reports to the Farm Manager as requested
- Provides financial, assets, and other relevant information to the Auditors as requested
- Oversee employee performance and participates in the annual performance appraisals of the farm employees
- Ensures that all employee time sheets are completed
- Attends management, staff, board, and other meetings as requested

### **Other Responsibilities and Duties**

- PFN Group of Companies has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all responsibilities

- Grain farming is outdoor work that is significantly impacted by the season, weather, and environmental conditions. As such, the farm operation will be busiest during planting and harvesting times and will require farm employees to work weekends, seasonal hours, holidays, on-call and overtime if needed

## QUALIFICATIONS

### Education and Experience

5-8 years of direct experience as a grain/oilseed farm manager or operator. Additional courses in farm management and administration would be a benefit.

Ability to operate farm equipment and machinery

### Other Requirements:

Extensive experience in grain/oilseed farming or a related field

Management and supervisory experience in farm management and administration

Excellent problem-solving, analytical, and critical thinking skills, especially in times of uncertainty and time management situations

Superb communication and interpersonal skills

Valid Saskatchewan driver's license

If you are interested in this opportunity and meet the qualifications, please apply by **Tuesday, April 07, 2026**. You can email your cover letter and resume to [sarah@pfngroupinc.com](mailto:sarah@pfngroupinc.com). Only those who are authorized to work in Canada and are selected for an interview will be contacted. Thank you for your interest!