



# PFN Group of Companies

A Pasqua First Nation Company

## Position Description

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**Job Title:** FARM FOREMAN

**Reports to:** FARM MANAGER

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**Job Classification**

**Salary Range:** \$

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### POSITION SUMMARY

The *Farm Foreman* is the primary on-site supervisor for the overall operation of the Nation's grain and oilseed farming operation at Paskwa Farms. Paskwa Farms yard is located 25 km west of Lipton, SK. The Foreman will report to the *Farm Manager* and the *Chief Operating Officer* (COO) of PFN Group of Companies. The Foreman will oversee the farm operation, including coordinating day-to-day activities, directing farm staff, overseeing equipment maintenance, ensuring farm supplies are on hand, and maintaining a safe working environment in compliance with all safety procedures. The Foreman will maintain a record of time and attendance of personnel, volumes of inputs utilized, crop yields, and crop quality. They will report all information to the Farm Manager and the COO of PFN Group of Companies.

### DUTIES AND RESPONSIBILITIES

Under the general supervision of the *Farm Manager* as part of the management team, the *Farm Foreman* performs the following essential services within the framework of the Paskwa Farms' core policies, functions, and mandate in the production of agricultural goods and services to the Nation.

#### Farm Planning Services

- Assists the Farm Manager in the development and execution of the annual farm and crop plans
- Makes recommendations to the Farm Manager on planning, implementation, and day-to-day operation of the farm
- Makes preparations for planting and harvesting by ensuring seeds, fertilizers, pesticides, and other supplies are available on time
- Participates in machinery and equipment planning, purchasing, and replacement for the farm operation
- Analyzes agricultural research to identify ways of improving the efficiency, effectiveness, and profitability of the farm operation, including crop rotation plans, setting yield targets, fertility programs, field preparation, and employee schedules
- Monitors weather on the farm and reacts to changing conditions

#### Farm Management

- Oversees farm operations, including the implementation of crop rotation plans, achieving yield targets, fertility programs, field preparation, and employee schedules associated with crop planting and harvest
- Analyzes current farming operations, crops, staff, and overall performance of the operations, and makes recommendations to the Farm Manager

- 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 30, 2026**. You can email your cover letter and resume to [trinity@pfngroupinc.com](mailto:trinity@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!