

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Process Technologist

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Food and Bio Processing Branch (FBPB) consists of the office of the Executive Director and three sections; Bio-Industrial Opportunities (BIO), Food Science and Development (FSAD), and Operations. The branch is responsible for delivering services that accelerate innovation and improve business practices in food manufacturing resulting in growth and commercialization of companies serving local, national and global markets.

Reporting to the Facilities Manager, this new position will be critical in providing support to the operations team. The facility processing technologists support operational activities that extend from 06:00 until 17:00 daily. The creation of this position will allow the operations team to distribute the heavy workload. Specifically, this role will have an alternate start time in order to address the end of day pressures with respect to comprehensive oversight of the sanitation program. The intention is to reduce/eliminate re-occurring accumulation of overtime, especially that which is accumulated during end of day activities (equipment tear down/disassembly).

This position is designed to support the process technologists that are regularly booked on client activities/production lines. Currently, booked technologists have to leave the production line to conduct activities related to daytime sanitation activities, chemical inventory, chemical purchases and booking overhead cleaning. This does not enable consistent production line presence or ongoing support to industry clients. This position would perform those tasks and be responsible for assisting in some break coverage, as time permits, of other processing technologists.

This position will provide cover-off for booked technologists who conduct early morning pre-operational inspections when they depart at the end of their shift at 14:15. In addition, this position will assist with production line set-up.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Responsible for the facility sanitation program.

Activities:

- Tasks related to sanitation chemicals including consumption monitoring, usage forecasting, inventory and ordering.
- Communication with chemical suppliers for selection of best suited chemicals for desired outcomes.
- Sanitation document review including the review of previous day's activities, challenges encountered during sanitation, billable hours to ensure billing to clients is accurate.
- Communication with the maintenance team when the sanitation crew experiences breakdowns.
- Forecasting of client activities - complete a pilot plant cleaning list and look at the facility booking system to determine which equipment needs a pre-wash. Communicate with project leads on project details and update the bookings in the booking system as required.
- Disassemble equipment and prepare for pre-wash to prepare for upcoming production runs.
- Maintain pilot plant cleaning list.
- Monitor and maintain sanitation equipment and perform function tests and repairs to ensure optimal operation.
- Schedule the sanitation team to conduct daily, weekly, monthly and annual sanitary maintenance requirements, meeting program requirements outlined in the food safety program.
- Ensure compliance with the facility food safety program and communicate any deficiencies to the contract cleaning crew.
- Schedule facility overhead cleaning with third party service providers according to required frequency and schedule to meet facility Canadian Food Inspection Agency (CFIA) regulatory requirements.
- Forecast and communicate the number of staff members required by the contracted sanitation crew each operating day based on the facility booking schedule.
- Review, update or create new sanitation standard operating procedures (SSOP's) as required.
- Communication with the sanitation crew regarding expectations and review of updated or new SSOP's.
- Schedule and facilitate quarterly meetings with the sanitation crew.
- Participate in the selection and evaluation process of the sanitation contractor.

2. Provides support and expertise in completing client initiated projects.

Activities:

- Assist in the planning and implementation of pilot plant projects.
- Identify appropriate technology to be employed and develop/establish appropriate process lines.
- Set up appropriate processing lines as required by the booking system to support client activities including, but not limited to;
 - baking systems: formulating, proofing, baking, packaging, (breads, cookies, buns, bars)
 - fruit and vegetable processing lines: cooking, cooling, decanting, homogenizing, bottling, labelling packaging
 - continuous cooking systems: formulations, forming, coatings, frying, baking, freezing, weighing,

packaging

- ingredients separating: decanting, centrifuging, spray drying
- meat processing: formulation, grinding, mixing, emulsifying, injection, tumbling, stuffing, smoking, cooking, slicing, packaging, high pressure processing
- Organize equipment, materials, supplies and storage required for successful completion of projects.
- Communicate changes in Standard Operating Procedures (SOP's) and SSOP's to staff and contract cleaning personnel.
- Assist interim processing clients in efficient use of available resources: human, equipment, materials and ingredients, time.
- Ensure CFIA and food safety requirements are addressed before, during and after processing activities.
- In conjunction with the Food Safety Manager, develop and adhere to pre-requisite program procedures, Hazard Analysis Critical Control Plans (HACCP), production and Critical Control Point (CCP) records.
- Maintain and/or verify records of processing conditions.

3. Ensure efficient utilization of the pilot plant.

Activities:

- Organize, in conjunction with other AFC staff, the use of storage areas.
- Identify any equipment problems or malfunctions and report them to the maintenance team and Facilities Manager for remedial action.
- Contribute to the development of safe operating procedures to support the facility's Occupational Health and Safety Program.
- Assist in the development of project schedules.

4. Provide significant contributions to smooth facility operations.

Activities:

- Provide production line coverage in the afternoon once processing technologists who conduct pre-operational inspections leave.
- Provide production line coverage for breaks and appointments, as feasible.
- Assist with production line set up, equipment transport and equipment placement/distribution.
- Due to the complexity of the tasks assigned to the operations team, this position may be required to provide support in other areas as requested.

Problem Solving

Typical problems solved:

- Determine how to meet sanitation contractual obligations when clients cancel production activities unexpectedly.
- Determine alternative methods for cleaning when sanitation systems are not functioning as intended.
- Adjust the overhead cleaning schedule to accommodate changes in the booking system while still meeting the facility food safety program requirements.
- Work with chemical suppliers to select different chemicals for optimal cleaning when existing chemicals are not performing as expected.

Types of guidance available for problem solving:

- The technologist follows the facilities documented procedures such as SOP's, SSOP's, equipment sign off sheets, Hazard Analysis Control Reports (HACR's) and critical control points which are in place to ensure consistency in job function.
- The technologist may consult with the Facilities Manager, Director of Operations, Food Safety Manager, other members of the operations team and members of the management team.

Direct or indirect impacts of decisions:

- Facility sanitation may not be effective if improper inventory of chemicals is onsite.
- Facility sanitation may not be effective if sanitation equipment is not functioning properly and ulterior methods have not been identified.

- Sanitation effectiveness may be inappropriate if chemical titrations are not kept within supplier suggested ranges.
- Inadequate overhead cleaning scheduling could lead to a non-compliance with regulatory requirements.

Key Relationships

Major stakeholders and purpose of interactions:

- Facilities Manager - direct communications related to any topics or challenges related to the facility's operations activities.
- Operations team members - direct communications related to any tasks being completed that are related to the facility's operations activities.
- Scientists - direct communications regarding items that relate specifically to their projects.
- Chemical suppliers - direct communications regarding cleaning chemicals and systems and any challenges they may be encountering.
- Occupational Health and Safety Committee Members - direct communications related to any Occupational Health and Safety related tasks or concerns.
- Building maintenance team - direct communications related to any utility issues that impact operational activities.
- Contract cleaning crew - direct communication related to sanitation practices and scheduling.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma	Other		

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

- Comprehensive knowledge of sanitation requirements and chemicals required in a food processing environment.
- Strong understanding of food processing industry standards and practices.
- Strong understanding of food safety regulations in a federally inspected facility.
- Ability to prioritize tasks.
- Strong ability to work in a team environment to achieve production objectives.
- Creative problem solving through experience in the food processing environment.
- Excellent communication skills and technical comprehension of food processing equipment.
- Understand and have experience in Microsoft 365 applications (Word, Excel, PowerPoint, Teams).
- Ability to work independently and problem solve with minimal supervision and guidance.
- Grade 12 diploma, preferably supplemented with another diploma/certificate, and a minimum of 5 years of direct food processing experience in an industrial setting.
- Ability to function under pressure on several projects simultaneously and to meet firm timeframes.
- Ability to complete administrative tasks such as purchase orders, email communication and manage a filing system.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values 	

		<ul style="list-style-type: none"> Identifies unintended consequences 	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> Engages perspective to seek root causes Finds ways to improve complex systems Employs resources from other areas to solve problems Engages others and encourages debate and idea generation to solve problems while addressing risks 	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> Takes opportunities to improve work processes Anticipates and adjusts behaviour to change Remains optimistic, calm and composed in stressful situations Seeks advice and support to change appropriately Works creatively within guidelines 	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> Leverages skills and knowledge of others Genuinely values and learns from others Facilitates open and respectful conflict resolution Recognizes and appreciates others 	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> Plans based on past experience Holds self and others responsible for results Partners with groups to achieve outcomes Aims to exceed 	

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature