



With annual revenues of \$2.1 billion and representing approximately 3,700 Ontario dairy farm businesses, Dairy Farmers of Ontario (DFO) is the province's largest agricultural marketing organization. In its production, transportation and marketing roles, this non-profit organization is an essential partner in the Canadian dairy industry.

Measurement & Sample Process Specialist

Reporting to the Measurement and Technical Support Manager the responsibilities of this position will include monitoring meters and samplers through reports and direct observations at plants to ensure fair payment for producers and accurate billing for processors. In addition, the individual will be responsible for maintaining the functionality of the sample process, as well as scheduling and participating in all annual plant meter calibrations to ensure compliance throughout the province of Ontario.

The successful candidate will possess the following qualifications and requirements:

- Post-secondary degree or diploma in mathematics or science, electronics or mechanical engineering technician;
- 5 years' experience in operations, preferably in a regulatory environment;
- Experience in delivery, implementation or oversight of quality assurance programs;
- Mechanical aptitude, able to troubleshoot equipment failures;
- Strong verbal and writing communication skills;
- Excellent listening, deduction and problem solving skills;
- Management skills;
- Excellent math skills;
- Have an understanding of the concept of representative sampling;
- Expert in use of Microsoft Office, especially Excel to import and report data, create reports and perform statistical analysis;
- Measurement industry experience as asset; and
- Bilingual in French and English is considered an asset.

Overview of the job responsibilities:

- Schedules and participates in all required annual plant meter calibrations in Ontario.
- Monitors the meters and samples through reports and through direct observation at all plants and interprets and communicates the appropriate information to plants and to the Board.
- Determines and negotiates financial adjustments.
- Ensures systems are in place for proper cold chain maintenance and monitoring throughout the sample process and maintains information on sample depots.
- Oversees fridge function, repairs, maintenance and replacement. Troubleshoots mechanical breakdowns and provides temporary back up fridge when available.
- Communicates with DFO staff, lab staff, Contracted Transportation Company (CTC), depot operators and service providers regarding sample issues and follows through as appropriate (written or verbal).
- Ensures systems are in place for timely testing of samples according to DFO policy.

- Monitors and investigates issues related to: missing test results, data transfer, sample suitability, sample transportation, etc.
- Monitors and maintains required supplies for courier routes and depots (vials, racks, tags, labels, etc.).
- Monitors and maintains required supplies at the lab (freezer packs, coolers, tags, etc.).
- Oversees and monitors delivery of samples from depots to lab (courier and refrigerated truck) and troubleshoots issues.

This is a full-time permanent position at DFO's Head Office in Mississauga. DFO offers a competitive salary, an attractive benefits package, good work/life balance and opportunities for professional development.

Dairy Farmers of Ontario maintains an accommodation policy and will provide accommodation to job applicants with disabilities during the hiring process. Please contact us should you require an accommodation.

Please submit a cover letter and resume by February 6, 2018 to:

Human Resources Department
Dairy Farmers of Ontario
6780 Campobello Road
Mississauga, ON L5N 2L8
Fax: 905-821-3045
E-mail: human_resources@milk.org

Only applicants selected for an interview will be contacted.