



Municipal District of Fairview No. 136

Position Description

January, 2025

Position Title: **Agricultural Fieldman – Temporary (18 month)**

Position Classification: Manager

Position Category: Temporary, Full-time

Regular Hours of work: 7 hours per day, Monday through Friday, 8:30 a.m. to 4:30 p.m.
35 hours per week, 1820 annual hours
Hours may vary due to the nature of the role and operational needs
Occasional evening meetings, weekend obligations

Reports To: Chief Administrative Officer (CAO)
Agricultural Service Board

Supervises: Contracted Service Providers (Vegetation Management)
Weed Inspector(s)

Position Summary: Reporting directly to the Chief Administrative Officer and the Agricultural Service Board, the Agricultural Fieldman is the designated officer of the Municipality in carrying out the functions, duties, and powers of the Municipality under any legislation relating to agriculture, including municipal bylaws.

Key Responsibilities

General

- Carry out the functions, duties, and powers of the Municipality pursuant to any legislation relating to agriculture, including municipal bylaws. Such would include, but not be limited to:
 - Administering and enforce provincial legislation including the *Agricultural Service Board Act*, *Weed Control Act*, *Soil Conservation Act*, *Agricultural Pest Act*, *Environmental Code of Practice for Pesticides* and the *Animal Health Act*; and,
 - Ensuring Municipal and employee compliance with applicable Acts, Regulations and Codes.
- Develop and monitor the Agricultural Service Board’s annual operating and capital budget.
- Develop and monitor the Agricultural Service Board’s three (3) year operational and five (5) year capital plans.
- Facilitate short-term and long-term strategic planning of the Agricultural Service Board.
- Participate in strategic Municipal planning relating to agriculture including, but not limited to: ensuring alignment of the ASB Strategic Plan with the Strategic Plan of the Municipality, recommending goals and objectives, and developing and implementing strategics and tactics.
- Develop, implement, administer and monitor the effectiveness of bylaws, policies, programs and services established by the Agricultural Service Board, and the Municipality. As required, recommend revisions and/or improvements of the same to the CAO, ASB and Council.
- Direct and oversee planning, budgeting and operational activities to effect implementation and administration of bylaws, policies, programs and services established by the Agricultural Service Board and the Municipality,

- Direct and oversee the day-to-day work of employee(s) and contracted service providers.
- Perform all administrative tasks of the municipal Agricultural Service Board, including but not limited to completing meeting agendas, ensuring minutes are recorded and distributed, maintenance of policies and related bylaws.
- Support the ASB (and provide required administration) in the development and delivery of extension programming to increase awareness and understanding of sustainable agricultural practices.
- Communicate with CAO, Council, ASB, Directors, and employees as required to facilitate effective information exchange.
- Prepare and submit grant applications to the appropriate Provincial Department or other applicable funding source; administer grants compliantly, and complete reporting as required.

Human Resources

- Demonstrate advanced human resources ability and good judgment in department employee recruitment, hiring and retention.
- Ensure department employees are competent to perform the tasks they are assigned in an efficient, healthy, and safe manner.
- Provide training or arrange for training for employees to foster the continuous development and improvement of employee knowledge skills, and to meet all legislative requirements.
- Lead, supervise, evaluate, and discipline department employees in accordance with Municipal policy, procedures, and practices.
- Ensure department employee compliance with all Municipality's policies, directives, procedures, and practices.

Professional Development

- Ensure all operating licences and professional or technical designations and certifications remain valid and current.
- Attend and participate in courses, workshops, seminars, and conferences to keep abreast of trends, best practices, and developments within the scope of work of the Department of Agriculture and Parks.
- Demonstrate an ongoing commitment to continuous education and professional development.

Health and Safety

- Make every reasonable effort to protect the health and safety of all employees.
- Participate in the Municipal Health and Safety Program and demonstrate a commitment to the continuous improvement of the Municipality's Health and Safety Program.
- Ensure Municipal and employee compliance with the Municipality's Health and Safety Program, as well as the *Alberta Occupational Health and Safety Act, Regulations, and Code*.
- Ensure timely reporting of incidents to the Municipal Safety Coordinator and Alberta Occupational Health and Safety as required by the *Alberta Occupational Health and Safety Act*.

Skills:

- Possession of advanced public relation skills; ability to interact well with others and to effectively address concerns and inquiries in a professional and respectful manner.
- Excellent verbal and written communication skills that enable clear communication of complex matters.
- Ability to develop and present reports, briefings, plans, and ideas, orally and in writing.

- Ability to develop budgets and accomplish established objectives within an approved budget.
- Proven leadership and human resource skills with the ability to evaluate, develop, motivate and manage employee performance.
- Ability to effectively work as a part of a diverse management team to meet the overall goals and objectives of the Agriculture Service Board, the Department of Agriculture and Parks, and the Municipality.
- Strong time management, organization, planning and delegation skills; capable of maintaining even, productive work output.
- Comprehensive knowledge and understanding of the *Agricultural Service Board Act*, *Weed Control Act*, *Soil Conservation Act*, *Agriculture Pest Act*, *Environmental Code of Practice for Pesticides* and the *Animal Health Act*
- Knowledge and understanding of the *Occupational Health and Safety Act*, *Regulations and Code*, the *Environmental Protection and Enhancement Act*, the *Freedom of Information and Protection of Privacy Act (FOIP)* and other applicable Municipal bylaws and policies, Provincial and Federal Acts, Regulations and Codes.
- Ability to use a computer with demonstrated proficiency and knowledge of Software such as Microsoft Outlook and Office.

Preferred Qualifications:

- Post-secondary degree or diploma in Agriculture or other related discipline.
- Minimum of three (3) years of supervisory or managerial experience
- Class 5 Operator’s Licence with suitable Driver’s Abstract
- Acceptable Criminal Record Check
- Certification, or willingness to obtain certification in:
 - Agricultural Fieldman Certificate (considered an asset)
 - WHMIS
 - Transportation of Dangerous Goods
 - Standard First Aid / CPR-C
 - Leadership for Safety Excellence
 - Predator Control Device Permit (Form 7)
 - Industrial/Agriculture/Landscape Pesticide Applicator’s Certificate
 - FOIP (Focus on Privacy)

Working Conditions

- Work in an office setting that would require periods of sitting, work on a computer, and other general administrative duties.
- Field work involving periods of standing, walking over rough or uneven terrain, recurring bending, crouching, stooping and reaching.
- Typical field worksites may be subject to:
 - noisy, dusty, greasy, wet, windy, muddy or otherwise disagreeable conditions,
 - extreme temperatures and adverse weather conditions, and
 - moving vehicles and equipment.
- Occasional heavy lifting of heavy items.