

MUNICIPAL DISTRICT OF WAINWRIGHT #61
Agricultural Service Board
Job Description

POSITION TITLE: Agricultural Fieldman

DEPARTMENT: Agricultural Services

REPORTS TO: Municipal Administrator

GENERAL STATEMENT OF DUTIES:

The Agricultural Fieldman is under the supervision of the Municipal Administrator. In addition, the Agricultural Fieldman will work closely with the Agricultural Service Board and Municipal Councilors in the performance of their duties. This position is responsible for formulating and directing the work schedule for the Agricultural Services Department.

OUTLINE OF DUTIES:

1. Supervises all positions in Agricultural Services including Assistant Agricultural Fieldman and Municipal Rat Control Officer.
2. As the Agricultural Fieldman, you will be appointed as a designate under the following Acts. As a designate you have the authority to carry out the duties and powers contained in the following Provincial Acts of Legislation.
 - a) Agricultural Service Board Act
 - b) Weed Control Act
 - c) Soil Conservation Act
 - d) Agricultural Pests Act
 - e) Forest and Prairie Protection Act
 - f) Alberta Environmental Protection and Enhancement Act
3. As the Agricultural Fieldman, ensure that all Municipal policies regarding Agricultural Services are adhered to and up to date.
4. Required to attend Agricultural Service Board Meetings and regular meetings of Council.
5. Ensures that ASB expenditures are within the Council approved budget.
6. Prepares and submits all applications for all ASB operational grants as required.
7. Is responsible for all hiring and dismissal's of Agricultural Services employees.

8. Required to develop programs, demonstrations, meetings, workshops and awareness information for ratepayers as prescribed by the Agricultural Service Board.
9. Maintain an active membership within the following organizations:
 - a) Alberta Association of Agricultural Fieldman (AAAF).
 - b) Northeast Conservation Connection (NECC).
 - c) Industrial Vegetation Management Association of Alberta (IVMAA).
 - d) North American Weed Management Association (NAWMA).
 - e) Any other affiliation that is in the best interest of the Municipality.
10. Responsible for routine checks on duties being performed by Agricultural Services employees.
11. Respond to ratepayer inquiries regarding any Municipal agricultural concerns in accordance to approved procedures.
12. Ensure all Municipal weed and brush control work is done according to policy.
13. Maintain all necessary Approvals and Licences required for Municipal Operations.
14. Coordinate all construction and gravel pit seeding requirements.
15. Ensure that all employees are qualified and proficiently trained for their respective duties.
16. Other duties as directed by Supervisor.

KNOWLEDGE, ABILITY AND SKILLS:

This person must be able to work with no supervision required. The ability to maintain good public relations with ratepayers is essential. Experience with vegetation management and computerized spraying equipment is an asset. This position requires a valid "pesticide Application certificate of Qualification" with a minimum of Industrial, Agricultural and Landscape designations. Practical knowledge of current agricultural practices would also be required. Some supervisory experience is required.

COMPREHENSION AND JUDGMENT:

The work requires the ability and willingness to cooperate with other staff members and departments. A high degree of independent action and supervision of employees in a team environment is required. Errors in judgment or job performance could result in serious problems of a current and /or long-range nature for the M.D. of Wainwright.