

Section:	Page: 1 Motion No.: Jan/03
A.S.B.	#69/03
Subject: ASSISTANT AG. FIELDMAN - JOB DESCRIPTION	Control Code:  11.06

## ASSISTANT AGRICULTURAL FIELDMAN - JOB DESCRIPTION

### **ROLE SUMMARY**

To work with the Manager Agricultural and Environmental Services in the implementation of Agricultural Service Board Programs and Duties Appointed by the Province and assume the Managers responsibilities when the manager is absent for an extended period of time.

### **DUTIES**

Facilitates the delivery of the Counties Agricultural Services offered to the county residents.

- direct and supervise the service board employees
- plan and budget for programs
- ensure the proper equipment is available and maintained
- keep track of the loaned and rented units
- control stocks of pesticides and sprayer repair parts
- maintain a daily log of activities and accurate spray records
- complete work orders on a timely basis for invoicing
- reports quarterly, annually and on special projects

### **SERVICES OFFERED**

Coordinate these jobs between manpower, equipment, materials and time for everything offered.

- on farm cattle weighing for herd records
- sprayer calibrations and service / modification advise
- shelterbelt trees (selection) - receiving , distribution and planting
- soil sampling - and fertility interpretation
- seed plant emergency help
- control weeds on public land
- custom weed control on private land only if not in direct competition with locally offered services
- identify weeds, pests, and diseases for the community
- provide advice for suitable control of the above
- maintain current information on modern farming techniques
- order, maintain and use materials required for predator control under the authority of the Agricultural Pests Act.

### **EXTENSION ACTIVITIES**

Provide and or help to attain agricultural management advice and make it available in a useable format.

- plan and implement demonstration plots

Section:	Page: 2
A.S.B.	Motion No.: Jan/03 #69/03
Subject: ASSISTANT AG. FIELDMAN - JOB DESCRIPTION	Control Code: 11.06

- coordinate activities between the Agricultural Service Board and the various Agricultural Societies in the county acting as recording secretary and liaison person (Agricultural Communications Committee)
- budget, plan and implement Sustainable Agriculture programming for County ratepayers, including seminars, demonstrations, tours and media contact.
- promote modern farming technologies by performing field inspections, soil testing and cropping recommendations.

### **PROVINCIAL ACTS and ENFORCEMENT**

Perform duties as appointed by the Provincial Government of Alberta under the following Acts and Regulations

- Agricultural Service Board Act
- Weed Act controlling the spread of weeds and seed cleaning plant inspections
- Soil Conservation Act stubble burning and top soil removal and erosion
- Agricultural Pests Act monitoring and controlling
- Alberta Environmental Protection water management, chemical use and reclamation inspections

### **QUALIFICATIONS FOR POSITION**

- Bachelor of Science in Agriculture or Diploma from an Agricultural College
- two or more years experience in agriculture or the agricultural service industry
- a valid pesticide applicators license
- Excellent communications skills are required
- being able to work with other agricultural groups is an advantage
- competence in giving / taking directions and self motivation is a benefit
- Computer literacy and advanced writing skills are required.

### **Summary - Safety Coordinator - ASB and Seed Plant**

Under the direction of County Administrator and Safety Coordinator, will be responsible for the Safety and Loss Prevention direction in Agricultural Services, Seed Plant operations and Solid Waste Operators.

### **Duties - Safety Coordinator - ASB and Seed Plant**

- arrange and participate in the ongoing inspections of County facilities and work sites in ASB and Seed Plant
- annual work site inspections of Agricultural Services and Seed Cleaning Plant
- verify that established safety policies are administered and enforced in all areas, taking action to correct unsatisfactory safety performance
- advise Safety Coordinator on matter of Safety and Loss Prevention

Section:	Page: 3 Motion No.: Jan/03
A.S.B.	#69/03
Subject: ASSISTANT AG. FIELDMAN - JOB DESCRIPTION	Control Code: 11.06

- identify Worker Safety training requirements for Agricultural Services and the Seed Cleaning Plant
- from contents of the County of Camrose Safety and Loss Prevention policy manual and Alberta Occupational Health and Safety legislation. Develop orientation packages to train Agricultural Services and Seed Plant managers, supervisors and employees in worker safety responsibilities, policies, practices and procedures
- initiate Orientation Training for Managers, Supervisors and Employees
- verify that approved personal protective equipment and safety devices are provided as necessary. Identify and provide training in the correct use for such equipment
- inspect for unsafe work practices or conditions and initiate corrective action
- actively participate in the investigation of reported incidents or accidents and initiating corrective action whenever necessary
- report results of accident/incident investigations to the Safety Coordinator and appropriate Department Manager
- participate in toolbox safety meetings with workers
- take action to correct unsatisfactory safety performance
- participate as a member of the Joint Work Site Health and Safety Committee
- identify to Agricultural Services and the Seed Plant Managers worker safety and loss prevention items which require advance budgeting.