

MUNICIPAL DISTRICT OF WAINWRIGHT #61
Agricultural Service Board
Job Description

POSITION TITLE: Assistant Agricultural Fieldman

DEPARTMENT: Agricultural Services

REPORTS TO: Agricultural Fieldman

GENERAL STATEMENT OF DUTIES:

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

OUTLINE OF DUTIES:

1. Assists in the supervision of all positions in Agricultural Services.
2. As the Assistant 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 Assistant Agricultural Fieldman, ensure that the AESA program is coordinated and implemented within the Municipality.
4. Ensures that AESA expenditures are within the approved budget.
5. Apply yearly for external sources of funding that is applicable to the Agricultural Service Board and AESA.
6. Prepare reports, agendas and arrangements for Agricultural Service Board meetings as well as fulfill all secretarial duties.
7. 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) Any other affiliation that is deemed in the best interest of the Municipality.
8. Required to develop programs, demonstrations, meetings, workshops and awareness information for ratepayers as prescribed by the Agricultural Service Board.
 9. Respond to ratepayer inquiries regarding any Municipal agricultural concerns in accordance to approved procedures.
 10. Assist in ensuring all Municipal weed and brush control work is done according to Municipal Policy.
 11. Ensure up to date safety equipment and manuals are available to all Agricultural Services employees.
 12. Assist in ensuring that all employees are qualified and proficiently trained for their duties.
 13. 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.