



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Agricultural Fieldman/Woman **Full Time Permanent Position**

The Agricultural Fieldman/Woman position is responsible for implementation of Agricultural and Environmental programs and services within the County. The Agricultural Fieldman/Woman advises and works closely with the Agricultural Services Board (ASB). The position is an appointed inspector/officer under the Weed Control Act, Soil Conservation Act, Agricultural Pests Act, and Animal Diseases Act. This position is also responsible to assist in the planning, development, application and promotion of various environmental programs for Lac La Biche County.

Responsibilities:

Office/ASB Administration:

- Responsible for tracking all pesticide use internally as required or by retail sale in the pesticide use logbook.
- Prepare seasonal/monthly progress reports as required and a yearly summary of associated programs.
- Draft and prepare technical guidelines, policies, procedures, bylaws, and other documents regulating agricultural and environmental management. This includes consultation with other government departments and stakeholders.
- Draft and prepare completion of grant applications for applicable programs.
- Assist in preparing briefings and/or Request for Decisions (RFD's) for Council or committees, taking into account various legislative requirements and municipal policy.
- Assist in the development and management of the yearly budget and interim status reports for the Environmental Services department.
- Address/resolve specific problems and complaints as indicated by ratepayers and reports areas unable to be resolved to the Manager of Environmental Services in a timely manner.
- Preparation of grant applications and expenditure reports for various available Provincial and Federal grants.
- Advise the Agricultural Service Board in policy development and review annually.
- Act as liaison between Agricultural Service Board, agricultural societies, applied research organizations, and 4-H groups through the use of displays, farm visits, producer/ratepayer meetings, newspaper articles, newsletter articles/websites and/or annual field days and tours.
- Oversee ASB agenda packages and conduct follow-up after the meetings.
- Work with Engineers and consultants on tasks issued by the Manager of Environmental Services.
- Maintain and supervise Lac La Biche County's Community Garden program.
- Maintain and manage the shelterbelt resale and disbursement programs for Lac La Biche County.

- Maintain and manage the County's roadside mowing program.
- Develop hazard assessments, safe work practices, and standard operating procedures (SOP's).
- Must be familiar with Alberta Environmental Protection Act, Occupational Health & Safety Regulations, the Environment Protection Act (Federal), Weed Control Act, Soil Conservation Act, Agricultural Pests Act, and Animal Diseases Act and additional regulations as deemed appropriate.
- Develop recommendations for policy changes based on operational realities.
- Keeps abreast of latest developments and recommend or implement changes as appropriate in agriculture/environmental management.
- Must liaise with provincial and federal bodies as required; prepare correspondence and reports. Investigate issues related to agriculture/environmental operations and regulations as required.
- Ensure daily agricultural and/or environmental requirements are met through planning, preventative maintenance programs, budget allocations, and implementing daily routines to ensure programs meet the service expectations of the users.
- Responds to concerns regarding agricultural and/or environmental operations in a timely and professional manner.
- Attend any training, courses and/or conferences as requested by the Manager of Environmental Services.
- Report any deficiencies to the Manager of Environmental Services.
- The completion of any other duties as assigned by the Manager of Environmental Services.

Program Development & Implementation:

- Responsible for the planning, advising and implementation all County agricultural programs and services while receiving input from the Agricultural Service Board on programs and their implementation
- Responsible for assisting in the planning, development, and promotion of various environmental programs
- Coordinate community stakeholder meetings, workshops, and open houses regarding environmental and resource recovery programs and services

Supervision:

- Maintain and supervise chemical resale and chemical storage and disposal facilities for the County.
- Maintain and supervise a rental equipment program for area ratepayers
- Assist in hiring and supervising sufficient and competent staff to implement all agricultural programs and projects
- Assist in monitoring and assessing the performance of all Agricultural staff as outlined in the individual's description of duties. Provide staff with clear and concise description of duties prior to commencement.
- Ensure all employees abide by the County Health & Safety Policy and that all staff is supplied with proper PPE.
- Conduct required safety meetings, and keep related records

Field Work:

- Conduct site inspections
- Field diagnostics
- Reclamation/mitigation plans
- Quality control
- Contract monitoring
- Field demonstration
- Ensure public concerns\complaints are being responded to, and executing required actions
- Report any work incidents and safety concerns to the Manager, Environmental Services
- Participate in environmental field work as requested

Qualifications:

- Must possess an Agricultural Diploma or related degree in Agriculture, and Environmental Sciences
- Direct agricultural experience, both theory and practical
- Valid Class 5 Drivers Licence
- Previous municipal/government experience would be an asset.
- Familiarity with Alberta Environmental Protection Act, Occupational Health & Safety Regulations, the Environment Protection Act (Federal), Weed Control Act, Soil Conservation Act, Agricultural Pests Act, and Animal Diseases Act and additional regulations as deemed appropriate.
- Must be proficient in reading municipal maps manually and electronically.
- Basic understanding of environmental and municipal government planning and development structure in Alberta.
- Possess or have the ability to obtain a pesticide applicators license in the fields of Agricultural, Industrial and Landscape.
- Ability and aptitude to work in a computerized environment
- Excellent conflict resolution and communication skills, both verbal and written
- Possess supervisory skills with experience in supervising multiple-tasked employees
- Strong communication skills, both written and verbal
- Excellent public relations and interpersonal skills
- Accurate record keeping skills; ability to generate reports and correspondence
- Excellent organizational and time management skills
- Must have the ability to work in a team environment and alone
- Must submit a Driver's Abstract, Criminal Record Check, and Child Welfare Check that meets the satisfaction of the County

Salary range \$71,801.60 to \$92,913.60 annually

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
 - 100% Employer paid Health and Dental Benefits
 - Employee and Family Assistance Plan
 - Local Authorities Pension Plan
- Competition Number: 04-AF-18
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.