



Flagstaff County Vision:

To be a strong, vibrant and sustainable regional community of communities through collaboration and a focus on economic, social and environmental cooperation that contributes to a rural essence and quality of life.

To view the full job description, please refer to the Flagstaff County website at www.flagstaff.ab.ca

Interested candidates are encouraged to submit their resume along with a cover letter by mail or email to:

Flagstaff County

12435 Township Road 442,
PO Box 358
Sedgewick, AB T0B 4C0

Contact:

Harry Brook
Agricultural Fieldman
Email: hbrook@flagstaff.ab.ca
Direct: (780) 384-4138

Thank you to all applicants for your interest in Flagstaff County; however, only those chosen for an interview will be contacted.

Flagstaff County is recruiting for the permanent full-time position of:

Assistant Agricultural Fieldman

Summary of Position:

The Assistant Agricultural Fieldman shares the responsibility for the development, coordination and delivery of Agricultural Service Board (ASB) and Recreational Parks programs in accordance with policies and bylaws established by County Council, and is responsible for the delivery of the agricultural and environmental extension programming as follows:

- Responsible for the seasonal operations of the Agricultural Service Board (ASB) and Recreational Parks programs, as well as assisting with the development and delivery of all agricultural and extension programming.
- Responsible for the Shelterbelt Enhancement Program, Weed Control program, Nuisance Wildlife Control program, herbicide application, inspection and maintenance of tankloading facilities, and to assist the Agricultural Fieldman to coordinate and perform inspections of all Seed Cleaning Plants.
- Ensures the maintenance of all ASB and Parks department equipment in coordination with the Public Works shop staff.
- Assist in the Agricultural Service Board (ASB) agenda preparation, including preparing background information, alternatives and recommendations that require direction from the Board.
- Assist in the planning and budgeting of the above programs in consultation with the Agricultural Service Board, other department staff and the Chief Administrative Officer.
- Assist in the monitoring of expenditures and the analysis of program costs and effectiveness to ensure compliance to the budget on an ongoing basis.
- Responsible for the supervision, training and coordinating the activities of all seasonal staff for the Agricultural Service Board (ASB) and Recreational Parks programs.
- Acts as municipal inspector under the Weed Control Act; Pest Control Officer under the Agricultural Pests Act; and Soil Conservation Officer under the Soil Conservation Act.
- Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day supervisory practices which support the County's vision.
- Make recommendations to the Agricultural Fieldman regarding performance management, including hiring and/or dismissal of seasonal staff.
- Maintains membership in good standing with the Association of Alberta Agricultural Fieldmen.
- Ensures a safe work environment for department personnel at all work sites and contracted project sites by ensuring compliance with Flagstaff County policies, the Health and Safety program and the Human Resources guidelines and procedures.
- Such other duties and responsibilities as may be assigned from time to time by the Supervisor.

Qualifications:

- A minimum of three (3) years of related experience in an agricultural supervisory role with a strong working knowledge of the principles and practices of supervision to enable him/her to perform his/her duties completely and effectively.
- A minimum of a post-secondary diploma in agricultural/environmental related discipline.
- Skilled in planning and organizing work, supervising staff and delegating work effectively.
- Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication skills.
- Ability to establish and maintain effective working relationships with management teams and staff, contractors and others encountered in the course of work.
- Thorough knowledge of agricultural practices with a strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records, organization and functions of an appointed Committee.
- Valid driver's licence.
- Proficiency in Microsoft Office applications.

Position Type:	Permanent Full-Time
Hours of Work:	Monday to Friday, 8 hours/day
Salary Range:	\$67,437.78—\$82,939.95
Closing Date:	Until suitable candidate is found.



ASSISTANT AGRICULTURAL FIELDMAN

CLASSIFICATION:	Operations Supervisor	GRID LEVEL:	Grid A, Level 4
DEPARTMENT:	Agricultural Service Board	SUPERVISOR:	Agricultural Fieldman
STATUS:	Permanent Full Time	WORK HOURS:	8 hrs/day – 40 hrs/wk

SUMMARY OF POSITION

The Assistant Agricultural Fieldman shares the responsibility for the development, coordination and delivery of Agricultural Service Board (ASB) and Recreational Parks programs in accordance with policies and bylaws established by County Council and is responsible for the delivery of the agricultural and extension programming.

QUALIFICATIONS

1. Pesticide Applicators Certificate (Agricultural/Industrial).
2. A minimum of three (3) years of related experience in an agricultural supervisory role with a strong working knowledge of the principles and practices of supervision to enable him/her to perform his/her duties completely and effectively.
3. A minimum of a post-secondary diploma in agricultural/environmental related discipline.
4. Skilled in planning and organizing work, supervising staff and delegating work effectively.
5. Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication skills.
6. Ability to establish and maintain effective working relationships with management teams and staff, contractors and others encountered in the course of work.
7. Thorough knowledge of agricultural practices with a strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records, organization and functions of an appointed Committee.
8. Valid driver's licence.
9. Proficiency in Microsoft Office applications.

KEY RESPONSIBILITIES

All areas of responsibilities shall be accountable to the Flagstaff County Business and Strategic Plan.

1. Responsible for the seasonal operations of the Agricultural Service Board (ASB) and Recreational Parks programs, as well as assisting with the development and delivery of all agricultural and extension programming.
2. Responsible for the Shelterbelt Enhancement Program, Weed Control program, Nuisance Wildlife Control program, herbicide application, inspection and maintenance of tankloading facilities, and to assist the Agricultural Fieldman to coordinate and perform inspections of all Seed Cleaning Plants.
3. Ensures the maintenance of all ASB and Parks department equipment in coordination with the Public Works shop staff.
4. Assist in the Agricultural Service Board (ASB) agenda preparation, including preparing background information, alternatives and recommendations that require direction from the Board.
5. Assist in the planning and budgeting of the above programs in consultation with the Agricultural Service Board, other department staff and the Chief Administrative Officer.
6. Assist in the monitoring of expenditures and the analysis of program costs and effectiveness to ensure compliance to the budget on an ongoing basis.
7. Responsible for the supervision, training and coordinating the activities of all seasonal staff for the Agricultural Service Board (ASB) and Recreational Parks programs.
8. Acts as municipal inspector under the Weed Control Act; Pest Control Officer under the Agricultural Pests Act; and Soil Conservation Officer under the Soil Conservation Act.
9. Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day supervisory practices which support the County's vision.
10. Make recommendations to the Agricultural Fieldman regarding performance management, including hiring and/or dismissal of seasonal staff.
11. Maintains membership in good standing with the Association of Alberta Agricultural Fieldmen.
12. Ensures a safe work environment for department personnel at all work sites and contracted project sites by ensuring compliance with Flagstaff County policies, the Health and Safety program and the Human Resources guidelines and procedures.
13. Such other duties and responsibilities as may be assigned from time to time by the Supervisor.

APPROVED

Date:

May 10, 2021

CAO Signature:

S. Armstrong

May 10, 2021