



Position Description

POSITION TITLE:	Agricultural Fieldman
DEPARTMENT:	Agriculture Service Board
REPORTS TO:	Chief Administrative Officer

SUMMARY OF POSITION:

Under the direction of the agricultural service board, council, the county administrator and conjunction with other departments, the Agricultural Fieldman administers the agricultural acts, program, services and other assigned duties required to operate the agriculture department for the County.

The Agricultural Fieldman acts and the designated officer of the County in carrying out the functions, duties, and powers of the County under any act relating to agriculture as well as implementing projects respecting agriculture agreed on between Council and the Minister.

REPORTING RELATIONSHIPS

- The Agricultural Fieldman reports to the Agricultural Service Board and Chairman on all matters pertaining to agricultural programs, services and policies
- The Agricultural Fieldman reports to the Chief Administrative Officer on all administrative matters and other programs, services and policies

RECOMMENDED TRAINING & QUALIFICATIONS:

- Agricultural degree or diploma from an Accredited Institution
- Alberta Pesticide Applicator License, minimum Agricultural and Industrial designation
- Three to five years supervisory or management experience in agriculture
- Agricultural Fieldman Certification Training provided by Olds College and AAAP
- Minimum Class 5 Driver's License
- Basic computer skills and experience with Microsoft (e.g. outlook, word, excel)
- Problem wildlife Training
- Land Reclamation Training
- Certified Crop Advisor Training
- WHMIS Trainer
- Other Agriculture Related Training
- Recommended Designations; Local Land Reclamation Officer and Local Fire Guardian
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, National Safety Codes, and others as applicable

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KEY DUTIES AND RESPONSIBILITIES:

1. Budget Preparation (Covers Asb and AESA)

- a. Prepare a budget outlining ASB programming for each season with the assistance from ASB, Council and Chief Administrative Officer
- b. Develop a long term strategy of service board goals which accommodates future programming direction, and update those plans on a timely basis
- c. Present budget suggestions from ratepayers to the board for consideration
- d. Follow the guidelines as outlined in the ASB or AESA program package to assist with the process
- e. Present the budget to the ASB for acceptance or further suggestion
- f. Prepare grant applications that may be applicable to agriculture
- g. Complete all programs and provide all services as outlined in the accepted budget
- h. Compile expenditures for the year and present as a grant claim to the ASB for approval. Which is to then be forwarded to Alberta Agriculture, Food and Rural Development for consideration

2. Supervision

- a. Work along the Human Resources Coordinator to interview and hire agriculture labourers and weed inspectors to carry out summer programming
- b. Supervise and direct staff to effectively run the ASB programs
- c. Purchase and provide all necessary safety equipment and training to promote a safe working environment

3. Office Functions

- a. Devote a portion of each day or designate a particular day each week to office duties
- b. Prepare reports for service board meetings and other job-related activities
- c. Handle all requests and inquiries efficiently and effectively. Refer any unrelated requests or inquiries to the appropriate departments
- d. Review and process all correspondence in a timely fashion
- e. Submit all billings and invoices to Accounts Payable for processing
- f. Check all accounts on a regular basis for errors or payments
- g. Keep a detailing filing system for information
- h. Establish and maintain interdepartmental working relationships. Attend departmental supervisors' meetings
- i. Keep in contact with other fieldman for programming ideas or joint projects

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- j. Review policy manual with ASB and make changes as required
- k. Prepare a written report and attend the annual meetings of electors of the County
- l. Price and purchase necessary goods such as chemical and grass seed to keep programs running efficiently
- m. Schedule bookings for the seed drill, water transfer system, spraying etc.
- n. Keep records of all work for future reference
- o. Conduct an annual inventory report

4. Public Relations / Extension Component

- a. Attend local producer meetings when possible
- b. Put on producer seminars which are timely and reflect the needs of as many individuals as possible
- c. Maintain a close working relationship with Alberta Agriculture, Food and Rural Development, Agri Business, and University or College Research groups
- d. Maintain a working relationship with local organizations such as producer groups, schools, 4-H Clubs etc.
- e. Co-ordinate and host a local ASB summer tour
- f. Establish and maintain field crop demonstrations
- g. Visit producers to discuss pertinent issues with them
- h. Advertise all meetings and make calls to key persons to keep them coming to workshops
- i. Advertise programming such as roadside spraying to allow producers the option of not having their roadsides sprayed
- j. If localized problems exist such as grasshopper attacks on crops, contact farmers who might be affected and make them aware of situation and recommend control measures
- k. Take all comments and complaints regarding programming seriously and take steps to solve problems or repeat success
- l. Maintain visibility by participating in local trade fairs etc.

5. Field Component

- a. Check on staff periodically to ensure compliance with program objectives
- b. Contact or visit all producers who had weed problems the previous year
- c. Continuously watch for new problems and make producers aware as they come up

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- d. Conduct all surveys such as grasshoppers, blackleg of Canola, and bertha armyworm. If problems arise contact producers or advertise to make them aware of the situation
- e. Conduct back sloping inspections prior to approval
- f. Make farm calls for weed identification, tree problems, chemical damage, field crop insect and disease calls etc.
- g. Visit construction sites prior to grass seeing
- h. Conduct land reclamation inspections as required
- i. Maintain the pesticide container sites
- j. Maintain crop plots and other demonstrations
- k. Check out recreation sites, gravel pits, elevators, railways etc. for weed problems
- l. Take seed samples from all seed plants (stationary and portable) in the area and license them as required
- m. Investigate predator problems

6. General / Other Duties

- a. Attend Starland Seed Plant Meetings
- b. Attend AAAF regional meetings
- c. Attend In-Service training and ASB provincial conference
- d. Aspire to attend informational workshops and courses which will be of benefits to the position
- e. Make sure all mechanical and maintenance problems on County vehicles are reported and fixed
- f. Legislative responsibilities include: Inspector under the Weed Control Act, Inspector under the Agricultural Pests Act, soil conservation officer under the Soil Conservation Act, Inspector under the Agricultural Chemicals Act
- g. Other duties as assigned by the ASB, Council or the Chief Administrative Officer

PHYSICAL DEMANDS

The work requirements of the Agricultural Fieldman varies and required reasonable level of fitness to properly perform the tasks. This is partially a sedentary classification, but the job also involves field inspection work. The physical demands described are representative of those that must be met by this individual to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Office Component

- a. Standing in work areas and walking between work areas

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- b. Require adequate vision to read printed materials and a computer screen
- c. Require adequate hearing and speech to communicate in person, before groups and over the telephone
- d. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- e. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information

2. Outdoor Component

- a. Be able to operate a motor vehicle to visit ratepayers or inspect various County sites
- b. Regularly sit, stand, walk, reach, bend, stoop, kneel, climb, twist and crouch
- c. Work emphasizes speech, hearing, smell, taste, and vision
- d. May lift, lower, and carry product up to a maximum of 40 kg by hand

CROSS TRAINING REQUIREMENTS

The Agricultural Fieldman will work with the Chief Administrative Officer to cross train administrative procedures and duties for the Agriculture Service Board. The Agricultural Fieldman will work to train an appropriate assistant to back up in-field delivery of services and programs.

SAFETY COMMITMENT

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is a safety sensitive position, so drug and alcohol testing is required upon hiring.

*Revised as of July 2024