



## Position Description

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<b>POSITION TITLE:</b>	<b>Assistant Agricultural Fieldman</b>
<b>DEPARTMENT:</b>	<b>Agricultural Service Board</b>
<b>REPORTS TO:</b>	<b>Agricultural Fieldman</b>

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### SUMMARY OF POSITION:

The Assistant Agricultural Fieldman provides general field and administrative support in managing legislated agricultural acts, programs, services, and other assigned duties required to operate the agricultural department. This position is responsible to the Agricultural Fieldman and the Agricultural Service Board. This position is also responsible for administering the Resource Management component of the ASB program.

### RECOMMENDED TRAINING & QUALIFICATIONS:

- Degree or Diploma in Environmental Science, Agriculture or other related field
- Alberta Pesticide Applicator Licence with a minimum Agricultural and Industrial designation
- Agricultural Fieldman Certification Training provided by the AAAF
- Public Speaking
- Basic Computer Skills
- Certified Crop Advisor or Professional Agrologist Designation
- Agricultural equipment operation experience
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, National Safety Codes, and others as applicable

### KEY DUTIES AND RESPONSIBILITIES:

#### 1. Responsibilities:

- a) Execute all duties as assigned by the agricultural fieldman, agricultural service board or county administrator.
- b) Provide a complementary and supportive role to that of the agricultural fieldman.
- d) Attend ASB meetings at the boards or fieldman's request and report as directed.
- e) Make recommendations to the agricultural fieldman pertaining to the ASB programs and activities.
- f) Establish healthy lines of communication between county residents and the ASB.
- g) Facilitate the delivery of the Resource Management program according to the Starland County Agricultural Service Board's strategic plan.
- h) Coordinate public requests for rental equipment delivery, tree planting and water pumping projects, and pesticide spraying and other daily Agricultural Service Board

## **ASSISTANT AGRICULTURAL FIELDMAN JOB DESCRIPTION**

activities. Respond to general inquiries regarding programs and services.

- i) Diagnose weed, insect, and disease problems accurately on a wide variety of agricultural crops and trees. Monitor specific insect populations during the summer season by sample counts.
- j) Create and maintain records of noxious weed locations and their control. Identify problem weeds areas on public and private lands and report or take the appropriate course of action for control.
- k) Select appropriate chemical products, including herbicides and insecticides, for pest control. Mix and apply pesticides in a personally safe and environmentally responsible manner.
- l) Help to supervise and direct staff to effectively run ASB programs.
- m) Complete other tasks as directed by the Agricultural Fieldman relating to fieldwork, special projects or administration.
- n) Cooperate with other County departments or Administration staff in completing assignments when requested.
- o) Assist with budget preparation and grant application
- p) Attend and host producer seminars, producer meetings, and extension events.

### **2. Office Function:**

- a) Prepare reports for agricultural service board meetings and other job related activities.
- b) Review and process all correspondence in a timely fashion.
- c) Submit all billings and invoices to the appropriate departments for processing.
- d) Check accounts on a regular basis for errors or payment.
- e) Keep a detailed filing system for information.
- f) Establish and maintain interdepartmental working relationships. Attend departmental supervisors meetings as requested.
- g) Keep contact with other fieldmen for programming ideas or joint projects.
- h) Review policy manual with the ASB and make changes as required.
- i) Be proficient in the use of a computer.
- j) Price and purchase necessary goods such as chemical and grass seed to keep programs running efficiently.
- k) Schedule bookings for the seed drill, water transfer system, spraying etc.
- l) Keep records of all work for future reference.

### **3. Field Component:**

- a) Supervise seasonal staff to ensure compliance with program objectives.
- b) Contact or visit all producers who had weed problems the previous year.
- c) Conduct surveys for agricultural pests throughout Starland County.
- d) Respond to farm calls for weed identification, tree problems, chemical damage, field

## **ASSISTANT AGRICULTURAL FIELDMAN JOB DESCRIPTION**

- crop insect and disease calls etc.
- e) Maintain agricultural plastic recycling facilities.
- f) Inspect recreation sites, gravel pits, elevators, railways etc. for weed problems.
- g) Take seed samples from all seed plants (stationary and portable) in the area and inspect them as required.
- h) Investigate livestock attacks by predators.

### **4. Physical Demands:**

The work requirements of the assistant Agricultural Fieldman are varied and require a reasonable level of fitness to properly perform the tasks as outlined. This position requires periods of working within an office along with periods of work in the field in adverse conditions handling equipment weighing up to 22 kg. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **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 requires operation of County vehicle making it a safety sensitive position, so drug and alcohol testing is required on hiring.

\*Revised May 2025