



Position Description

POSITION TITLE:	Assistant Agricultural Fieldman
DEPARTMENT:	Agricultural Service Board
REPORTS TO:	Agricultural Fieldman

SUMMARY OF POSITION:

Under the direction of the Agricultural Fieldman, 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.

In addition, the Assistant Agricultural Fieldman administers the Environmental component of the ASB program for the County under the direction of the Agricultural Service Board, Council, Chief Administrative Officer, Agricultural Fieldman and in conjunction with other departments. The Assistant Agricultural Fieldman acts as Weed Inspector at large, responds to general inquiries, identifies crop pests, sprays pesticides, operates equipment, coordinates tasks and supervises other seasonal Agricultural Service Board employees. The assistant agricultural Fieldman will also carry out other assignments identified by the Agricultural Fieldman or Agricultural Service Board or in conjunction with other County departments or Administration.

RECOMMENDED TRAINING:

- Agricultural Degree or Diploma from an Accredited Institution
- Alberta Pesticide Applicator Licence with a minimum Agricultural and Industrial designation
- Agricultural Fieldman Certification Training provided by Olds College and the AAAF
- Public Speaking
- Basic Computer Skills
- Certified Crop Advisor Training
- Transportation of Dangerous Goods Training
- Other Agricultural Training as required
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

KEY DUTIES AND RESPONSIBILITIES:

1. Responsibilities:

- a) Execute all duties as assigned by the Agricultural Fieldman, Agricultural Service Board or Chief Administrative Officer
- b) Report directly to the Agricultural Fieldman
- c) Provide a complementary and supportive role to that of the Agricultural Fieldman

ASSISTANT AGRICULTURAL FIELDMAN JOB DESCRIPTION

- 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 department
- g) Facilitate the delivery of the Environmental program according to the Starland County's Environmental Program Plan
- h) Coordinate public requests for rental equipment delivery, tree planting and water pumping projects, and pesticide spraying and other daily Agricultural Service Board 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

2. Budgeting:

- a) Assist the Agricultural Fieldman with budget preparation on ASB and environmental programming for each season
- b) Assist with the development and implementation of the ASB Strategic Plan
- c) Present budget suggestions from ratepayers to the Fieldman for consideration
- d) Follow the guidelines as outlined in the ASB Program package to assist with the process
- e) When budgeting be aware and take advantage of, other grants which may be available for programming purposes
- f) Consider the number of employees required and related expenses when designing your budget
- g) Complete all programs and provide all services as outlined in the accepted budget
- h) Compile program expenditures for the year and assist the Fieldman with the grant claim for ASB approval. This will then be forwarded to A&RD for consideration.

ASSISTANT AGRICULTURAL FIELDMAN JOB DESCRIPTION

3. Office Function:

- a) Devote a portion of each day or designate a particular day each week to office duties. This enables you to keep on top of paperwork and allows ratepayers and fellow staff to contact you easily
- b) Prepare reports for service board meetings and other job related activities
- c) Handle all requests and inquiries efficiently and expeditiously. Refer unrelated requests to the appropriate departments
- d) Answer all calls in a business-like manner
- e) Review and process all correspondence in a timely fashion
- f) Submit all billings and invoices to the appropriate departments for processing
- g) Check accounts on a regular basis for errors or payment
- h) Keep a detailed filing system for information
- i) Establish and maintain interdepartmental working relationships. Attend departmental supervisors meetings as requested
- j) Keep contact with other fieldmen for programming ideas or joint projects
- k) Review policy manual with the ASB and make changes as required
- l) Have a working knowledge of a computer
- m) Price and purchase necessary goods such as chemical and grass seed to keep programs running efficiently
- n) Schedule bookings for the seed drill, water transfer system, spraying etc.
- o) Keep records of all work for future reference
- p) Conduct an annual inventory report
- q) Prepare and publish a quarterly newsletter outlining ASB programs; environmental issues and timely agronomic advice

4. Public Relations / Extension Component

- a) Attend local producer meetings when possible
- b) Assist with hosting 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) Help co-ordinate and host a local ASB summer tour
- f) Establish and maintain field crop demonstrations
- g) Visit producers when time permits and 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 the situation and even recommend

ASSISTANT AGRICULTURAL FIELDMAN JOB DESCRIPTION

control measures

- k) Take all comments and complaints regarding programming seriously and take steps to solve problems or repeat success
- l) Try to make all of your customers feel important
- m) Be prepared to learn as much as you can about as many things as possible; especially as it relates to herbicides, insects, horticulture, agricultural production, marketing, politics etc. These skills are a valuable tool for public relations
- n) Maintain visibility by participating in local trade fairs etc
- o) Never provide information unless you are comfortable with the source

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) Keep your eyes open for new problems and make producers aware
- d) Always work with people on problems. Be proactive. If this approach fails then you can enlist other measures
- e) Conduct all surveys such as grasshoppers, blackleg of Canola, Clubroot, fusarium, and bertha armyworm. If problems arise contact producers or advertise to make them aware of the situation
- 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 seeding
- h) Maintain the pesticide container sites
- i) Maintain crop plots and other demonstrations
- j) Check out recreation sites, gravel pits, elevators, railways etc. for weed problems
- k) Take seed samples from all seed plants (stationary and portable) in the area and licence them as required
- l) Investigate predator problems

6. General

- a) Attend AAAF regional meetings
- b) Attend In-service training and ASB Provincial Conference
- c) Endeavour to attend informational workshops and courses which will be of benefit to your position
- d) Take all safety training which is supplied by the County
- e) Maintain a valid pesticide applicator and vendor licence
- f) Operate all vehicles and equipment in a sensible manner. Make sure all mechanical and maintenance problems are reported and fixed
- g) Respect and adhere to all policies of the County
- h) Contribute to a cooperative team environment, demonstrates a positive attitude and ability to foster a positive work environment
- i) Demonstrate professionalism, tact, and approachability that creates a credible and

ASSISTANT AGRICULTURAL FIELDMAN JOB DESCRIPTION

- positive image of Starland County
- j) Take initiative and work under little supervision. Train and supervise summer staff in the safe operation of equipment and coordination of tasks
 - k) Comprehend written and oral instructions for a given task and complete the assignment in a safe and timely manner. Demonstrate strong written and oral communication skills
 - l) Strong customer service orientation is required and reflected in timely and helpful response to questions, requests, and correspondence from community members, County staff, and other associates
 - m) Make decisions relevant to your position in accordance to guidelines provided by Agricultural Fieldman and ASB. Make observations and recommendations to the Agricultural Fieldman pertaining to programs and activities
 - n) Adapt and develop technical and personal skills for a broad range of work activities
 - o) Contribute to a safe work environment at all times and utilize appropriate personal protective equipment and follow safety procedures. Must be willing to work outdoors in a variety of weather conditions
 - p) Accept and perform other duties and programs assigned by the ASB, Council, or Administrator

7. **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 is partially a sedentary office classification, but the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards. The physical demands described here are representative of those that must be met by this individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office Component:

- a) The assistant Ag Fieldman must possess mobility to work in a standard office setting and use standard office equipment, including a computer
- b) Be able to operate a motor vehicle to visit ratepayers or inspect various County sites
- c) Require adequate vision to read printed materials and a computer screen
- d) Require adequate hearing and speech to communicate in person, before groups, and over the telephone
- e) Standing in work areas and walking between work areas may be required
- f) Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment

ASSISTANT AGRICULTURAL FIELDMAN JOB DESCRIPTION

- g) Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- h) The assistant AG Fieldman may interact with upset co-workers or public and private representatives during the course of their daily activities
- i) Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 40 Kg occasionally in order to perform job functions

Outdoor Component:

- a) The outdoor component of this work requires moderate physical effort and use of motor skills requiring manual dexterity
- b) While performing duties of this job, the employee will regularly sit, stand, walk, reach, bend, stoop, kneel, climb, twist and crouch
- c) The work also emphasizes speech, hearing, smell, taste, and vision
- d) Employee may lift, lower, and carry product up to a maximum of 40 Kg by hand
- e) There is also potential exposure to odors, fumes, airborne particles, hazardous chemicals, and microbiological pathogens
- f) Noise levels at the work environment vary from quiet to loud
- g) Due to the nature of the work the employee may be exposed to inclement weather conditions, road hazards, vibration, confining workspace, and mechanical, and/or electrical hazards
- h) Due to the outdoor nature of the work temperature can vary from warm to cold
- i) Employees will occasionally operate equipment and vehicles that require manual dexterity requiring some coordinated movements
- j) All employees are required to wear appropriate protective clothing and use appropriate protective equipment
- k) The use of proper safety procedures will eliminate any potential hazards

Reporting Relationships

- a) Agricultural fieldman, or agricultural service board and chairman on all matters relating to agricultural programs, services and policies
- b) Agricultural fieldman, or county administrator on all administrative matters and other programs, services and policies

ASSISTANT AGRICULTURAL FIELDMAN JOB DESCRIPTION

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 as of February 2022