

## LANDCARE COORDINATOR MUNICIPAL DISTRICT OF GREENVIEW

**DEPARTMENT:** Agricultural Services

**LOCATION:** Valleyview, Alberta

**STATUS:** Accepting applications until a suitable candidate is found

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**Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Manager, Agricultural Services, the Landcare Coordinator will be responsible for providing resources, expertise, and community outreach for Greenview, inclusive of all stakeholders. The coordinator will work closely with government agencies, intermunicipal partners, non-profits, and individual citizens in the community. The coordinator will organize and facilitate public meetings, coordinate volunteers, and administer the GRASS program.

#### MAJOR

- Assist Greenview producers with the development or updating of Environmental Farm Plans and grant application up to and including project implementation and inspection.
- Lead, manage, plan, and conduct extension and outreach events in multiple delivery mediums.
- Develop and maintain relationships with residents, ratepayers, external non-governmental organizations, and contractors.
- Provide leadership in community efforts related to extension and outreach with a focus on the economic viability of agricultural producers, as well as the improvement of air, water and soil resources in Greenview's Agricultural Landscape.
- Develop, maintain, and disseminate outreach materials to stakeholders through multiple mediums and venues such as community events, newsletter articles, pamphlets, and social media posts.
- Develop and maintain a network with external agencies, organizations, and individuals.
- Plan, administer, and deliver the Greenview Shelterbelt and GRASS program to Greenview ratepayers.
- Provide leadership in developing a municipal land and water management plan to be utilized by all municipal departments through collaboration with all departments, the local watershed planning and advisory committee, businesses and residents through the



collection and analysis of land use and resource information, identification and clarification of stakeholder concerns, the establishment of goals, and supporting locally initiated strategies. The ability to identify pollutant sources, causes, and critical areas within the watershed are crucial.

- Coordinate Working Group Activities. Provide technical support to associated committees and working groups. Prepare project proposals utilizing the municipal priority matrix for project implementation consideration. Assist in preparing meeting agenda and coordinating activities to implement a project. Provide leadership to develop strong working relationships among committee and working group members, stakeholders, and other federal, provincial, local governments.
- Coordinate Rural Living Outreach and Extension Program activities. The Landcare coordinator will coordinate the outreach and extension activities for the Green Acreages program, rural living workshops and seminars, and any other applicable programs for the rural community. Assist program participants with grant applications for approved projects.

#### **MINOR**

- Ability to interpret aerial photos, delineate potential wetlands through GIS mapping.
- Identification of potential environmental issues concerning proposed developments within Greenview.
- Perform other duties as assigned.

#### **QUALIFICATIONS / EDUCATION / EXPERIENCE:**

- Must be legally entitled to work in Canada.
- To perform this job successfully, one must perform the duties listed above to a high degree of quality, timeliness, and precision.
- Post-Secondary Diploma in Agriculture, Environmental Sciences, Conservation and Restoration Ecology, or equivalent.
- Member in good standing, or ability to obtain designation with Alberta Institute of Agrologists or Alberta Society of Professional Biologists.
- Ideal candidate will have a minimum of 1-2 years of experience in a similar capacity.
- Class 5 driver's license.

#### **SKILLS REQUIRED:**

- Working knowledge of legislative acts, including *Agricultural Service Board Act, Agricultural Operation Practices Act, Alberta Land Stewardship Act, Water Act, Public Lands Act, Species at Risk Act*.
- Demonstrated leadership, communication, and decision-making skills.
- Working knowledge of vegetation health assessments, ecosite classification, and aquatic resource assessments are assets for this position.
- Working knowledge of Western Canadian soils; experience classifying and interpreting soils is an asset.



- Working knowledge of GIS software and systems
- Advanced skills and knowledge in using MS Office Suite and data management
- Ability to work independently with minimal supervision
- Proven exceptional customer service skills
- Superior problem solving and troubleshooting skills are essential
- Strong willingness, capacity, and desire to learn
- Excellent communication skills, both written and verbal

## **WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:**

- Extensive use of computers and field monitoring equipment
- Subject to working in an indoor and outdoor environment
- Use and operation of vehicles and ATVs
- The typical working day consists of 7.5 hours; however, occasional overtime or weekend work may be required.

## **HEALTH & SAFETY:**

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

**Note:** The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

## **HOW TO APPLY:**

Interested candidates may submit cover letter (**stating the position you are applying for**) in one of the following ways:

**E-mail:** careers@mdgreenview.ab.ca (**please quote the position in the subject line**)

**Mail or Drop Off:** Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H3N0

**While we truly appreciate all applications, only those selected for an interview will be contacted.**

