

AGRICULTURAL SERVICES SUPERVISOR MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Community Services – Agricultural Services

LOCATION: Valleyview, AB or Grovedale, AB

STATUS: Accepting applications until a suitable candidate is found

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 Agricultural Services Supervisor is responsible for the successful delivery, in line with policy and within budget, of the Agricultural Services Control Programs, including but not limited to vegetative management, weed and pest control, and problem wildlife programming.

SUPERVISORY RESPONSIBILITY

- Responsible for supervising Problem Wildlife Officers as well as all seasonal Agricultural Services Technicians.
- Supervisory activities include staffing, training, seasonal performance reviews, daily report assessment, coaching/monitoring tasks, and maintaining discipline.
- Responsible for ensuring staff adhere to the safety program, protocol and required check-ins with supervisor.

MAJOR

- Plan, prioritize, implement, and ensure compliance with Provincial and Federal Legislation related to vegetative management, weed and pest control, and problem wildlife programming as directed by Greenview Policy in consultation with the Manager.
- Assist with the development of programs, policies, and procedures in consultation with Management, and the Agricultural Service Board (ASB), on all aspects of Agricultural Services.
- Draft reports for the Manager and the ASB, as required
- Coordinate and facilitate training of Agricultural Services Technicians as part of the Agricultural Service Department Team.



- Assist with preparation of annual Agricultural Services budget.
- Ensure compliance with all damage control licenses, maintenance of magazine licensing, and adherence to all policies and procedures in place for the provision of the Problem Wildlife program, including reporting on the Predation Mitigation Strategy.
- Ensure all relevant control program documentation is properly performed.
- Ensure all data is properly entered into tracking and GIS mapping systems.

MINOR

- Perform educational and outreach functions including awareness campaigns, presentations and public workshops.
- Assist with the delivery of the Agricultural Services Rental Equipment program.
- Assist with roadside seeding programs and ensure coordination with the roadside mowing and brushing programs.
- Assist with the preparation of tenders/contracts for suppliers, contractors and equipment as required by Agricultural Services.
- Audit record keeping from the previous summer season and ensure all records are complete and up to date.
- Act as an Inspector under the Weed Control Act, Soil Conservation Act and Agricultural Pests Act, as required.
- Other duties as required.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- A minimum of three (3) years of experience in agricultural services and problem wildlife control is required.
- Valid Pesticide Applicators License with Agriculture, Landscape and Industrial designations, or ability to obtain within three (3) months of hire.
- Valid Form 7 Permit, or ability to obtain.
- Class 5 driver's license.
- Blasting license or ability to obtain within three (3) months of hire.
- Post-Secondary Degree or Diploma in Agricultural, Environment, or Biological Sciences is preferred.
- Experience in a municipal environment is considered an asset.
- Minimum of two (2) years supervisory experience required.
- Experience with GIS is considered an asset.



SKILLS REQUIRED:

- Proficient with Microsoft Office 365 programs.
- Excellent verbal and written communication skills.
- Ability to organize and prioritize workload.
- Ability to interact well with, and respond to inquiries from Employees, Management, and Ratepayers.
- Must maintain confidentiality.
- Must be self-motivated, and able to work with minimal supervision.
- Ability to interpret, implement, and adhere to organizational policies and procedures
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WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of telephone and computer.
- Possibility of working in a high noise environment.
- Long periods of sitting and standing.
- Subject to working in outdoor environment – heat, cold, dry, dusty and/or wet conditions as well as insects, bees and wildlife.
- Use and operation of a vehicle/ATV.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.
- Potential exposure to hazardous substances.
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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.

