



Manager of Agriculture and Environmental Services Job Description

Department	Community Services
Reports To	Director of Community Services
Job Description Approval Date	November 15, 2021

POSITION SUMMARY:

As part of the Community Services department, the Manager of Agriculture and Environmental Services is responsible for overseeing the administration and operation of the Agriculture and the Environmental Services program areas within the Community Services department, in accordance with County policies and bylaws, and directives from the County Manager.

Reporting to the Director of Community Services, this position is responsible for providing leadership, coordination, collaboration, and direction to the Agriculture and Environmental Services program areas ensuring that services are delivered to senior management, employees, residents and stakeholders in a timely, accurate, effective and efficient manner.

This position refers to the Director of Community Services in matters of major decision, problems and policy procedures, and area business planning and objectives.

KEY DUTIES AND RESPONSIBILITIES:

1. Supervise and oversee the following program areas:

Agricultural Services

- (a) Roadside Spraying program
- (b) Roadside Mowing program
- (c) Private Land Spraying program
- (d) Pest Monitoring and Control program
- (e) Agricultural Plastic Waste Recycling program
- (f) Operation and maintenance of water retention and drainage projects
- (g) Vegetation management on County owned lands

Environmental Services

- (a) Environmental programs including the Environmental Policy, Environmental Management Plan (EMP), and the Environmental Management System (EMS)

- (b) Wetland Identification, Mitigation and Compensation programs
- (c) Gravel pit approvals, reporting and reclamation certificates

2. Perform the statutory requirements for the position of Manager of Agriculture and Environmental Services. Such requirements include:
 - (a) Inspector pursuant to the Weed Control Act
 - (b) Inspector pursuant to the Agricultural Pest Act
 - (c) Soil conservation officer under the Soil Conservation Act
 - (d) Designated officer under the Agricultural Service Board Act
3. Administer all agricultural and environmental programs established by County Council including programs established by agreement with Alberta Agriculture and Food or other provincial and federal government agencies.
4. Assist the Director of Community Services in the preparation of the annual budget for the Agriculture and Environmental Services program areas.
5. Assist in the preparation and submission grant applications to the respective provincial and federal government departments.
6. Monitor and control expenditures in accordance with the approved budget.
7. Approve all accounts for Agriculture and Environmental Services.
8. Prepare and submit agenda items for the County Council meetings.
9. Report on major activities and projects to the Director of Community Services for presentation to County Council.
10. Provide direct supervision and leadership to the Agriculture and Environmental Services staff with a focus on mentorship to support continued growth and to maximize their personal success and success to the organization. Set work priorities, conduct performance evaluations, hire and discipline employees (with the approval of the Director of Community Services), manage vacation and flex time requests, review and approve timesheets, etc.
11. With the approval from the County Manager and the Director of Community Services, determine salary and wage rate placements for Agriculture and Environmental Services staff.
12. Provide recommendations to Senior Administration and/or to County Council for new policy or changes in policy.

13. Maintain knowledge of and provide recommendations to Senior Administration and County Council on research initiatives, changing technology, new procedures and new applications related to the agricultural industry.
14. Oversee and manage the promotion of research initiatives, educational seminars and extension activities for the agricultural community.
15. Be available for appointments by the County to represent the County on boards and/or committees.
16. Liaise with and assist other departments in areas pertaining to Agriculture and Environmental Services.
17. Maintain a knowledge of all acts, regulations or other legislation concerning the operation of the Agriculture and Environment Services sections.
18. Qualify for and be able to obtain and maintain any license or credentials as may be required by legislation to perform his/her duties.

GENERAL DUTIES AND RESPONSIBILITIES:

1. In accordance with the Lacombe County Occupational Health and Safety manual, perform responsibilities in a safe and effective manner in order to minimize the risk of injury, property damage, environmental damage or loss of life.
2. Assist other County personnel as time permits. Cooperation and assistance among staff is required due to varied peak work periods and overlapping duties.
3. Develop a good knowledge of the County's operations and personnel.
4. Maintain the confidentiality of all records in the office and only release information in accordance with County policy and applicable legislation.
5. Maintain effective public relations with other County employees, ratepayers and the general public and present a positive County image.
6. With the approval of the Director of Community Services and at the expense of the County, attend conferences, seminars, workshops and courses with the objective of improving knowledge and skills related to performing assigned job duties. In accordance with budget approval, maintain applicable organization membership.
7. Participate in workplace safety initiatives and meetings as required. Report to work fit for duty.

8. Perform such other duties and responsibilities as may be assigned from time to time.

QUALIFICATIONS:

1. Post-secondary education in Agriculture, Environment, or a related discipline.
2. Minimum of 5 years of experience in a supervisory/leadership position.
3. Superior leadership skills with the ability to effectively supervise, mentor, develop and evaluate staff. Ability to influence direct and indirect reports and peers.
4. Strong working knowledge of Microsoft Office applications, particularly Microsoft Excel and Word.
5. A thorough knowledge of the principles, methods and procedures related to the operations of an Agriculture department.
6. A good understanding of Occupational Health and Safety legislation and regulations.
7. Proven ability to communicate effectively in a professional manner in written and verbal form with the public and staff.
8. Excellent interpersonal, time management, analytical, communication, presentation, problem-solving, facilitation and negotiation skills.
9. A valid Alberta Class 5 driver's license.
10. Available to attend evening and/or weekend meetings or other events as required.

WORK ENVIRONMENT AND PHYSICAL CHARACTERISTICS:

Office Work

The employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. The employee may encounter frequent interruptions throughout the workday.

This position involves sedentary times when the employee is regularly required to sit, talk, hear, and use hands and fingers in a repetitive motion to operate office equipment. The employee must have close visual acuity to view the computer monitor and perform reading of various types of documents.

This position also involves walking or standing for brief periods of time and occasionally exerting up to 10 pounds of force to lift, carry, push, pull or otherwise move objects.

This position also potentially involves dealing with upset employees.

Outdoor/Field Work

Occasionally, the employee is required to conduct site inspections, conduct meetings at various work sites, and/or meet with staff and the public in various locations outside of the office, etc. During these instances, the employee must operate a vehicle to get out to the sites. Outdoors, the employee is subject to outside environment conditions including heat, cold, dry, dusty and/or wet conditions, as well as insects, bees and wildlife. At times, the employee must walk on slippers and uneven surfaces and be subjected to outside noise.

Some of the sites the employee visits are on ratepayer properties; these properties may have moving vehicles and heavy equipment about. At times, the employee must enter buildings located on properties, including those under construction.

This position also involves walking or standing for brief periods of time and occasionally exerting up to 10 pounds of force to lift, carry, push, pull or otherwise move objects.