



## JOB DESCRIPTION

|             |   |             |                            |
|-------------|---|-------------|----------------------------|
| Position:   | <b>Agriculture and Environmental Services (AES)<br/>Assistant Manager</b> | Job Type:   | <b>Full-Time Permanent</b> |
| Department: | <b>Administration</b>   | Reports to: | <b>AES Manager</b>         |
| Work Week:  | <b>Monday – Friday<br/>37.5-hour Standard Work Week</b>                   |             |                            |

### Position Overview

The Agricultural and Environmental Services Assistant Manager (AESAM) supports the delivery and enforcement of agricultural services within the Municipal District of Pincher Creek. Working under the direction of the AES Manager, this position assists with legislative enforcement under the Weed Control Act and Agricultural Pests Act, vegetation and pest management, agricultural stewardship programs, and extension services, in accordance with provincial legislation, MD policy, and AAAF best practices.

The position requires a working knowledge of agricultural legislation, strong organizational skills, and the ability to manage multiple priorities in both field and office environments. The AESAM must demonstrate professionalism, sound judgment, and confidentiality when handling enforcement matters, working with agricultural producers, and managing MD records and systems. Strong verbal and written communication skills are essential, as the role involves regular interaction with ratepayers, agricultural producers, seasonal staff, and partner organizations.

The role is primarily field based during the growing season and transitions to increased program administration, producer support, and education during the fall and winter months. The AESAM is expected to work independently with minimal supervision, meet operational timelines, and provide day-to-day guidance to seasonal staff, promote safe work practices, and always represent the Municipal District of Pincher Creek in a professional manner.

### Responsibilities Overview

1. Legislative Enforcement & Inspection
  - Act as an inspector under the Weed Control Act and Agricultural Pests Act.
  - Conduct inspections for weeds and agricultural pests on municipal and private lands, including responding to complaints and compliance issues.
  - Prepare inspection documentation, notices, and related enforcement records in accordance with legislative and municipal requirements.
  - Assist with compliance follow-up and enforcement activities under the direction of the Agriculture Services Manager.
  - Assist with inspections and the delivery of predation control programs as directed.
2. Vegetation Management & Field Operations
  - Carry out vegetation management and control activities on lands within MD of Pincher Creek, including roadside ditches and rights-of-way, hamlets and municipal properties, agricultural lands, municipal yards, and gravel stockpiles
  - Participate in vegetation monitoring, treatment, and post-treatment evaluation activities.
  - Support roadside chemical applications and roadside mowing operations, ensuring compliance with legislation, environmental standards, and safe work procedures.
  - Operate municipal vehicles and equipment responsibly and in accordance with policy.
3. Seasonal Staff Leadership
  - Provide day-to-day leadership, guidance, and oversight to summer staff engaged in weed monitoring, pest surveys, herbicide applications, and mowing operations.
  - Assist with training, orientation, and monitoring of work performance to ensure safety, quality, and compliance with Municipal standards.
  - Promote safety awareness and ensure seasonal staff adhere to Occupational Health & Safety requirements and PPE standards.
4. Agricultural Programs & Stewardship Initiatives
  - Assist with administering the Equipment Rental Program, including coordination, record keeping, and communication with agricultural producers.
  - Administer and deliver the ALUS (Alternative Land Use Services) Program, including GIS and mapping support, and liaison with agricultural producers.
  - Support to the AES Advisory Board
  - Relationship-building with partnering organizations

*MD of Pincher Creek is a community that manages growth and supports our western heritage while preserving our natural environment.*

- Support delivery of stewardship programs that balance agricultural productivity with environmental sustainability.
  - Maintain accurate program records and assist with reporting and evaluation requirements.
5. **Producer Support & Extension Services**
    - Assist agricultural producers with Environmental Farm Plans (EFPs).
    - Support producers in identifying and applying for agricultural and environmental grant programs.
    - Provide technical assistance, information, and referrals related to sustainable agricultural practices and stewardship initiatives.
  6. **Education, Outreach & Communication**
    - Assist in planning and delivering agricultural extension activities, including workshops, seminars, field tours, and educational events for ratepayers and agricultural producers, primarily during the fall and winter months.
    - Contribute to the development and delivery of educational materials related to weeds, pests, agricultural programs, and environmental stewardship.
    - Respond professionally to inquiries from ratepayers, agricultural producers, stakeholders, and partner organizations.
  7. **Health, Safety & Compliance**
    - Ensure all work activities are completed in compliance with MD of Pincher Creek County policies and Occupational Health & Safety legislation.
    - Follow all safe job procedures, including Working Alone requirements.
    - Wear appropriate Personal Protective Equipment (PPE) as required.
    - Promote a positive safety culture consistent with County expectations.

## **Qualifications**

### Education & Experience

- Diploma (B.Sc.) or degree in Agriculture, Environmental Sciences.
- Pesticide Applicator License preferred or willingness to obtain upon employment.
- Valid Alberta Class 5 Driver's License with a current (within five years) driver's abstract.
- Hold or willingness to obtain AAF designation.
- Certification or willingness to obtain WHMIS, TDG, Standard First Aid/CPR, and other training as required.
- Knowledge of municipal agricultural services and programs is considered an asset.
- Familiarity with ALUS Canada is preferred.
- Physically capable of performing both field-based and office duties.

### Working Conditions & Physical Environment

- Combination of outdoor fieldwork and indoor office duties.
- Regular business hours with seasonal overtime and occasional evening commitments.
- Occasional out-of-County travel for meetings, workshops, or conferences.
- Exposure to extreme weather conditions, dust, fumes, and seasonal pesticide use.
- Physical demands may include lifting up to 23 kg, bending, twisting, kneeling, and squatting.
- Frequent interaction with ratepayers and agricultural producers.

***The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the workload.***