



Agriculture and Environmental Services Manager

What We're Looking For

The MD of Pincher Creek is seeking an experienced and knowledgeable **Agricultural & Environmental Services (AES) Manager** to lead the Municipality's agricultural and environmental services.

Reporting to the CAO, this senior leadership position provides overall direction to the AES Department, serves as the Municipality's appointed Agricultural Fieldman, and acts as a key advisor to the Agricultural Service Board, Administration and Council.

The successful candidate will bring strong leadership skills, extensive knowledge of Alberta agricultural legislation and municipal agricultural programs, and significant experience managing staff, budgets, regulatory responsibilities and relationships with agricultural producers and government partners.

Ideally, candidates will bring 8–10 years of progressively responsible experience in agricultural services or a closely related municipal field.

This is a full-time position, Monday through Friday, from 8:00 a.m. to 4:30 p.m.

The competition will close on Friday, October 23, 2026, at 9:00 a.m. (MST).

Please visit our website for full job details www.mdpinchercreek.ab.ca

Forward your resume and a cover letter clearly identify the position of **AES Manager** to:

MD of Pincher Creek 1037 Herron Avenue
P.O. Box 279
Pincher Creek, AB T0K1W0
Fax: 403-627-5070

Email: jobs@mdpinnercreek.ab.ca



JOB DESCRIPTION

Position: **Agriculture Services Manager**
Department: **Administration**
Work Week: **Monday – Friday, 37.5-hour standard work week**

Job Type: **Permanent Full-Time**
Reports to: **CAO or designate**

Position Overview

The Agricultural & Environmental Services (AES) Manager is the department head responsible for the leadership, administration, strategic direction and overall performance of the Municipality's Agricultural & Environmental Services Department.

Reporting to the CAO or designate, the AES Manager provides leadership and direction to the AES Assistant Manager and other departmental employees and is accountable for ensuring municipal agricultural and environmental programs, regulatory responsibilities and approved service levels are delivered effectively, consistently and in accordance with Council direction, municipal policy, approved budgets and applicable legislation.

As the Municipality's AES Manager provides professional and technical leadership in the administration of provincial agricultural legislation and serves as the principal advisor to the Agricultural Service Board (ASB), CAO and Council on agricultural and related environmental matters.

The AES Manager establishes departmental priorities, programs, work plans and service expectations and delegates operational implementation to the AES Assistant Manager and other departmental employees as appropriate. The Manager retains overall accountability for departmental performance, legislative compliance, staffing, financial management, program effectiveness and service delivery.

Responsibilities Overview

1. Department Leadership & Staff Management

- Lead and manage the Agricultural & Environmental Services Department in accordance with Council, ASB and organizational direction.
- Establish departmental priorities, work plans, service levels and performance expectations.
- Directly supervise the AES Assistant Manager and other direct reports, including assignment of responsibilities, performance management, coaching and development.
- Delegate day-to-day operational responsibilities to the AES Assistant Manager while maintaining overall accountability for departmental programs and services.
- Coordinate departmental priorities with the CAO and other municipal departments.
- Develop and maintain departmental policies, procedures and operating standards.

2. Agricultural Fieldman & Legislative Responsibilities

- Fulfill the responsibilities of the Municipality's appointed Agricultural Fieldman.
- Provide overall direction for the administration and enforcement of the Weed Control Act, Agricultural Pests Act, Soil Conservation Act and other applicable legislation.
- Ensure qualified personnel, appropriate procedures and required documentation are in place for inspections, compliance and enforcement activities.
- Enforcement of relevant acts and legislative requirements.

- Maintain current knowledge of applicable legislation and ensure required appointments, certifications and professional requirements are maintained.

3. Agricultural Service Board & Advisory Responsibilities

- Serve as the principal administrative and technical advisor to the Agricultural Service Board, CAO and Council on agricultural and environmental matters.
- Prepare and present reports, recommendations, budgets and program information.
- Coordinate ASB agendas and supporting materials and implement approved Council and ASB direction.
- Recommend policies, programs and service levels in response to agricultural and environmental issues.
- Represent the Municipality with government agencies, regional ASBs, agricultural organizations and other partners.

4. Program & Operational Oversight

- Provide overall direction and oversight of agricultural and environmental programs, including invasive plant and vegetation management, agricultural pests, soil and water conservation, stewardship, extension and producer education.
- Oversee ALUS and other approved stewardship initiatives, agricultural equipment programs, GIS/mapping and program information systems.
- Oversee Watershed User Group development and meeting facilitation.
- Establish program priorities and service standards, evaluate effectiveness and recommend improvements.
- Provide management oversight of other AES responsibilities, including parks, public areas, agricultural facilities, deadstock collection, and operation of Municipal dams for agricultural purposes, as assigned.
- Identify grant, partnership and intermunicipal opportunities that support departmental objectives.

5. Financial, Resource & Safety Management

- Prepare and administer departmental operating and capital budgets and monitor expenditures within approved authority.
- Plan for staffing, equipment, vehicles, technology and other departmental resource requirements.
- Ensure municipal resources, equipment and assets are appropriately managed and maintained.
- Provide leadership for departmental health and safety and ensure compliance with municipal policies, OH&S requirements and applicable legislation.
- Ensure employees receive appropriate training, certifications, safe-work procedures and Personal Protective Equipment.

6. Stakeholder & Intergovernmental Relations

- Maintain effective relationships with agricultural producers, ratepayers, government agencies, neighbouring municipalities and community partners.
- Address significant or escalated concerns involving departmental programs, regulatory matters or service delivery.
- Represent the Municipality at relevant regional and provincial meetings, committees and agricultural initiatives.
- Promote effective communication and public understanding of municipal agricultural and environmental programs.

Qualifications

- Post-Secondary Degree in agriculture/environment or related discipline is required.
- Current Alberta Industrial and Landscape Pesticide Applicator Certificate.
- Hold and maintain a valid Class 5 driver's license.
- Proficient with GIS software (ESRI and/or Google Earth).

- Proficient knowledge of the Acts pertaining to agriculture, Environmental Code of Practice for Pesticides, OH&S regulations, and other federal and Provincial statutes related to agriculture or the environment.
- Proficient in the use of Microsoft Office Suite.
- Ability to attain certification from the Association of Alberta Agriculture Fieldman (AAAF)

The statements contained in this job description reflect general details as necessary to describe the principle 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 work load.