



Position:	Agricultural Services Coordinator
Department:	Agricultural Services
Reports to:	Manager of Agricultural Services
Position type:	Permanent, Full-Time
Work location:	ASB Building – Aldersyde

Position Overview

Reporting to the Manager of Agricultural Services, the Agricultural Services Coordinator is responsible for maintaining agricultural and environmental monitoring, education and extension programming for the residents of the County as well as administration of Agricultural Service Board policies.

Key Duties & Responsibilities

- Organize and Facilitate agricultural and environmental extension and monitoring programming.
- Collaborate with other local organizations on environmental stewardship and agriculture sustainability.
- Conduct inspections and enforce the Agricultural Service Board Act, Weed Control Act, Soil Conservation Act and Agricultural Pests Act.
- Responsible for accurate and up-to-date record keeping for the agriculture environmental program and annual reporting to the Government of Alberta.
- Operate and maintain County spray equipment including a ROW spray truck, handgun, and backpack sprayer.
- Aid with routine equipment maintenance.
- Work within the Foothills County Health & Safety program and promotes a safe environment free of accidents and the reduction of injuries.
- Assist the Manager of Agriculture Services and the Assistant Agriculture Fieldman with daily activities as required.
- The ability to work in a team environment, and/or independently.
- Attend various meetings as required.
- Other duties as assigned.

Qualifications, Education and Experience

- Agricultural or Environmental post-secondary education and/or Diploma from a related post-secondary program.
- Pesticide Applicator Certification.
- Knowledgeable with the Agricultural Service Board Act, Weed Control Act, Alberta Pest Control Act and the Soil Conservation Act.
- Good public speaking, written and communication skills.
- Good interpersonal and problem-solving skills with the ability to demonstrate initiative, build positive relationships and strong partnerships with team members.
- Valid Alberta Class 5 Driver's License.
- First Aid / CPR would be considered an asset.

Working Conditions and Physical Demands

- Working outdoors in a variety of weather conditions.
- The ability to climb in and out of the equipment cab repeatedly throughout the day.
- Walking and standing for long periods of time.
- May be required to perform manual and repetitive tasks.
- Some heavy lifting may be required.