



## **Agricultural Services Supervisor**

We seek an individual with the excellent skills and traits noted below to add to our fantastic Agriculture Services team. This individual will bring enthusiasm for collaboration, energy for Ag Services programming and education, and a fun sense of humor. This full-time position requires 40 hours/week of on-site, office, and field-level work.

### **Welcome to Kneehill County!**

Situated in the heart of central Alberta, Kneehill County is a progressive rural municipality comprised of approximately 814,653 acres of land and a population of 5001. Within the Kneehill County boundaries are the Towns of Three Hills and Trochu, Villages of Acme, Carbon, and Linden, and 4 Hamlets (Torrington, Huxley, Swalwell, Wimborne) and other neighborhoods with a total population of 11,000+. The towns and villages in the area provide several recreational opportunities, including indoor and outdoor swimming pools, indoor and outdoor skating rinks, walking and biking trails, ball diamonds, curling rinks, a wide variety of parks and playgrounds, and many campgrounds. Golf courses in the area include Trochu, Three Hills, and Acme.

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### **Position Summary**

This position assists the Manager of Parks & Ag Services in delivering Ag Services programming and supervises seasonal staff. Programming includes initiatives under the Agriculture Service Board and Resource Management Grants; the implementation of municipal responsibilities under the ASB Act, Weed Act, Ag Pest Act, Soil Conservation Act, and Animal Health Act; participation in the Association of Agricultural Fieldmen activities; and assistance in enhancing agriculture and environmental initiatives in Kneehill County through technical expertise and providing extension programming. Additionally, they assist with Parks and Cemetery programming and staff supervision as needed.

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### **Accountabilities**

- Administers the delivery of agriculture and environmental extension programs and activities.
- Supervises and coordinates seasonal staff, tracks work hours, fields staff inquiries, and provides motivation; is responsible for team safety and adherence to all municipal and provincial safety guidelines.
- Coordinates and delivers urban and rural pest & weed inspections, control, surveys, and identification, and maintains records and reports.
- Coordinates and delivers, with guidance from the Manager, the herbicide spraying program.
- Coordinates and delivers the Land Care environmental programming under the Resource Management Grant.
- Assists in providing and delivering all department programs, policies, and services.
- Provides agricultural and environmental technical expertise, support, and information to the department, boards, committees, ratepayers, and rural and urban communities.
- Acts as recording secretary, participating in and assisting with ASB meetings.
- Assists the Manager in policy, procedure, and bylaw development and review.
- Assists the Manager in grant writing, tracking, and reporting.
- Assists the Manager in developing an annual review of departmental-related planning, budgets, and capital requirements/initiatives.

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### **Qualifications**

- Related technical diploma or degree, preferably in Agriculture or Environmental studies
- Previous supervisory experience or demonstratable supervisory skills. Specific

- supervisory/leadership courses would be an asset.
- experience in an Agricultural Department for a municipality would be considered an asset.
- Agricultural background and experience are a necessity. However, expertise in agronomy, agriculture technology, riparian management, soil conservation, grazing management, nutrient management, or agriculture extension activities would be considered an asset.
- Robust computer skills in various document and design programs; experience with ArcGIS and GPS.
- Good mechanical aptitude, specifically with small engines and spray systems.
- Strong technical writing skills and experience creating reports, policies, and marketing materials.
- Agricultural pest & weed identification skills and knowledge.
- Hold or be eligible to obtain an Alberta Pesticide Applicator Certificate in industrial, agriculture, and landscape; 1 to 2 years experience in this area as an asset.
- License to issue pest control products (Form 7 from Alberta Agriculture) as an asset.
- Valid Alberta Class 5 driving license
- Experience with towing trailers, operating equipment, and off-road vehicles.
- Ability to perform physical requirements of the position (lifting to 50 lbs.).
- Clear understanding of the Acts under which the department operates, including the ASB Act, Alberta Weed Control Act, Pest Control Act, Soil Conservation Act, Animal Health Act, and Cemetery's Act.
- Ability to work with, lead, and develop all skill levels and personality types

### **Skills Needed**

Communication-verbal and written	Technology and mechanically savvy	Public Presentation and Speaking
Interpersonal Relationships	Self-motivated	Team Builder and participant
Organization and Time Management	Personable and outgoing Critical Thinker	

### **What do we offer?**

Competitive pay	Engaging and empowering work environment	Career Development Opportunities
Group Health Benefits		Teambuilding opportunities
Local Authority Pension Plan	Solid policies and a supportive atmosphere	

Send an introductory letter answering the following questions, along with your resume;

1. Describe a successful outreach/extension/marketing initiative you initiated and delivered.
2. Describe the teams you have led and what you learned from the experience.

Go to our website to apply: [www.kneehillcounty.com](http://www.kneehillcounty.com)

**Closing Date: September 3, 2024**

We thank all applicants for their interest.

All applicants must be entitled to work in Canada legally and reside (or be willing to) in the general area of Three Hills, Alberta.