



Position Description

Position Title: Manager of Agriculture and Environment

Position Reports To: General Manager of Transportation and Agriculture

Date Approved:

Incumbent's Signature:

Date:

CAO's Signature:

Date:

Position Summary:

The Manager of Agriculture and Environment ("Manager") leads the development, delivery, and continuous improvement of Wheatland County's agricultural and environmental programs and policies. The Manager provides subject-matter leadership on relevant legislation and ensures programs are delivered in compliance with municipal bylaws, provincial statutes, and County policies.

When appointed by Council (in consultation with the Agricultural Service Board), the Manager also serves as Wheatland County's Agricultural Fieldman and acts as a Designated Officer of the County for the purposes of carrying out the County's functions, duties, and powers under agricultural enactments and implementing projects agreed between Council and the Minister, as set out in the ASB Act and the County's ASB Bylaw.

The Manager supervises the Agriculture and Environment team and is accountable for program planning, budgeting, compliance, risk management, reporting, and staff leadership. The direct reports are: Agricultural Services Officer, Agriculture and Environmental Program Coordinator, Agricultural Conservation Coordinator, and Agricultural Services Foreman.

Key Responsibilities:

- Lead, coach, and develop the Agriculture & Environment team; recruit and onboard staff; set goals and performance expectations; and manage performance and staff development in alignment with County HR practices.
- Foster a culture of safety, service, and continuous improvement; work with senior management and the Health & Safety Officer to meet Occupational Health & Safety objectives.

- Plan, administer, and evaluate County agricultural and environmental programs and services; ensure adherence to applicable statutes, regulations, bylaws, and County policies.
- Integrate the County's Environmental Policy principles into program delivery (e.g., environmental accountability, transparency, stakeholder engagement, and evidence-based decision-making).
- Act as a Designated Officer to carry out the County's functions, duties, and powers under applicable agricultural statutes and to implement agriculture projects agreed between Council and the Minister.
- Exercise authorities/appointments as applicable under the Weed Control Act, Agricultural Pests Act, Soil Conservation Act, and related statutes/regulations.
- Support the Agricultural Service Board (ASB) by bringing forward items for agenda consideration (agenda preparation/distribution is performed by assigned administrative support).
- Coordinate the ASB's annual "Summary of Activities" to Council in a form acceptable to the ASB and Council in alignment with the ASB Act.
- Prepare and manage Agriculture & Environment operating and capital budgets, ensuring alignment with Council-approved budgets and ASB decision-making authority within the Board's approved budget.
- Administer grants and required reporting to provincial departments and agencies.
- Where programs/services under Agriculture & Environment require timely decisions, exercise sound discretion in the best interests of the County, consistent with the ASB Bylaw and County policy.
- Ensure accurate and timely staff timesheets, program records, and reports for ASB and Council; coordinate the ASB annual activities summary for Council (per ASB Act); and ensure publications follow County communications and privacy requirements.
- Conduct project research and prepare associated reports/presentations; liaise with internal departments and external partners to coordinate field operations and service delivery.

Program Oversight

Responsibilities include, but may not be limited to overseeing, coordinating, or delivering the following, in alignment with County policy and legislation:

- Weed Inspection (including contracted service to villages where agreements exist): inspection, inventory/monitoring; ensure sufficient appointed inspectors; issue notices as needed.
- Weed Control on Municipal Lands (roadsides, hamlets, facilities, transfer sites, stockpiles).

- Vegetation Management (County Road Allowances and Lands): mowing, spot spraying; second cut as conditions allow; chemical brush control coordinated with Public Works.
- Licensing of Stationary and Portable Seed Cleaning Plants.
- Forage Seeding & Reclamation on road projects or other County disturbances; review/approve seed analysis certificates; approve roadside forage mix; coordinate with Public Works team and other stakeholders as required.
- Pest & Nuisance Programs, such as coyote toxic device issuance per statute, priority Norway rat response, traps (skunk/magpie) per equipment policy, and provincial insect/disease surveys.
- Richardson's Ground Squirrel Control on Wheatland County owned and leased properties.
- Roadside Haying Applications: administer approvals/conditions per Access & Work Agreement requirements in coordination with the Public Works team.
- Agriculture Equipment Rental Program
- Agricultural Plastics Recycling Program (e.g, grain bag rolling)
- ASB Extension & Education; Scholarships & Awards administration and communications per policy and legislated privacy/consent requirements.
- Environmental Programming consistent with the County's Environmental Policy.

Qualifications:

- Post-secondary diploma or degree in Agriculture (or related field) with relevant experience.
- Minimum of 2–3 years of prior supervisory experience preferred.
- Valid pesticide applicator's licence(s) applicable to program delivery (agricultural, industrial, landscape, exterior rodent) or ability to obtain.
- Hold valid Form 7 permits as applicable (e.g., coyote/skunk control) or have the present ability to readily obtain such permits.
- Proficiency with MS Office; GIS/GPS an asset
- Strong written/verbal communication; problem solving; decision-making; organizational and time-management skills.
- Ability operate effectively in a fast-paced environment.
- Effective leadership skills.
- Valid Alberta Class 5 driver's licence.

Working Conditions:

- Combination of office and field work across the County, with occasional out-of-County travel as required.
- This position works a 5-day work week, Monday to Friday; hours of work: standard 37.5 hour work week

- Occasional overtime/seasonal peaks as required.