



Municipal District of Fairview No. 136

Position Description

January, 2023

Position Title:	Director, Agriculture and Parks
Position Classification:	Manager
Position Category:	Permanent Full-time
Regular Hours of work:	October to March: 7 hours per day, Monday through Friday, 8:30 a.m. to 4:30 p.m. April to September: 8 hours per day, Monday through Friday, 8:00 a.m. to 5:00 p.m. 35 hours per week & 40 hours per week, 1950 annual hours Occasional evening meetings and weekend obligations
Reports To:	Chief Administrative Officer (CAO) Agricultural Service Board
Supervises:	Agriculture and Parks Operators Weed Inspectors Recreation / Cemetery Lead Operator Recreation / Cemetery Operators
Position Summary:	Reporting directly to the Chief Administrative Officer and the Agricultural Service Board, this position is responsible for the overall management of the Department of Agriculture and Parks. This responsibility includes management of all Municipal parks, recreation and cemetery operations as well as acting as the Agricultural Fieldman for the Municipality. As Agricultural Fieldman, this position is the designated officer of the Municipality in carrying out the functions, duties, and powers of the Municipality under any legislation relating to agriculture, including municipal bylaws.

Key Responsibilities

General

- Accountable for the efficient, effective, and safe management of all Municipal parks, recreation, and cemetery operations.
- Participate in strategic Municipal planning, establish departmental goals and objectives, monitor departmental programs and services, and support the Municipality's Integrated Community Sustainability Planning (ICSP).
- Prepare and monitor a departmental annual operating and capital budget.
- Prepare the departmental three (3) year operational and five (5) year capital plans.
- Develop, implement, and monitor the effectiveness of bylaws, policies, and programs relating to the departmental scope of work; recommend revisions and improvements to the CAO and Council.
- Administer and enforce provincial legislation including the *Agricultural Service Board Act*, *Weed Control Act*, *Soil Conservation Act*, *Agricultural Pest Act*, *Environmental Code of Practice for Pesticides* and the *Animal Health Act*.

- Ensure Municipal and employee compliance with *the Environmental Protection & Enhancement Act, Regulations, and Codes*.
- Responsible for all administrative tasks of the municipal Agricultural Service Board, including but not limited to completing meeting agendas, ensuring minutes are recorded and distributed, maintenance of policies and related bylaws.
- Implements and administers programs and initiatives established by the Agricultural Service Board.
- Direct the day-to-day work of employees within the Agriculture & Parks Department.
- Direct and oversee the seasonal, annual, and day-to-day planning, procurement, operations and maintenance activities of the Department of Agriculture and Parks.

Human Resources

- Demonstrate advanced human resources ability and good judgment in department employee recruitment, hiring and retention.
- Ensure department employees are competent to perform the tasks they are assigned in an efficient, healthy, and safe manner.
- Provide training or arrange for training for employees to foster the continuous development and improvement of employee knowledge skills, and to meet all legislative requirements.
- Supervise, evaluate, and discipline department employees in accordance with Municipal policy, procedures, and practices.
- Ensure department employee compliance with all Municipality's policies, directives, procedures, and practices.

Professional Development

- Ensure all operating licences and professional or technical designations and certifications remain valid and current.
- Attend and participate in courses, workshops, seminars, and conferences to keep abreast of trends, best practices, and developments within the scope of work of the Department of Agriculture and Parks.
- Demonstrate an ongoing commitment to continuous education and professional development.

Health and Safety

- Make every reasonable effort to protect the health and safety of all employees.
- Participate in the Municipal Health and Safety Program and demonstrate a commitment to the continuous improvement of the Municipality's Health and Safety Program.
- Ensure Municipal and employee compliance with the Municipality's Health and Safety Program, as well as the *Alberta Occupational Health and Safety Act, Regulations, and Code*.
- Ensure timely reporting of incidents to the Municipal Safety Coordinator and Alberta Occupational Health and Safety as required by the *Alberta Occupational Health and Safety Act*.

Skills:

- Possession of advanced public relation skills; ability to interact well with others and to effectively address concerns and inquiries in a professional and respectful manner.
- Excellent verbal and written communication skills that enable clear communication of complex matters.
- Ability to develop and present reports, briefings, plans, and ideas, orally and in writing.
- Ability to develop budgets and accomplish established objectives within an approved budget.

- Proven leadership and human resource skills with the ability to evaluate, develop, motivate and manage employee performance.
- Ability to effectively work as a part of a diverse management team to meet the overall goals and objectives of the Agriculture Service Board, the Department of Agriculture and Parks, and the Municipality.
- Strong time management, organization, planning and delegation skills; capable of maintaining even, productive work output.
- Comprehensive knowledge and understanding of the *Agricultural Service Board Act*, *Weed Control Act*, *Soil Conservation Act*, *Agriculture Pest Act*, *Environmental Code of Practice for Pesticides* and the *Animal Health Act*
- Knowledge and understanding of the *Occupational Health and Safety Act*, *Regulations and Code*, the *Environmental Protection and Enhancement Act*, the *Freedom of Information and Protection of Privacy Act (FOIP)* and other applicable Municipal bylaws and policies, Provincial and Federal Acts, Regulations and Codes.
- Ability to use a computer with demonstrated proficiency and knowledge of Software such as Microsoft Outlook and Office.

Preferred Qualifications:

- Post-secondary degree or diploma in Agriculture or other related discipline.
- Minimum of three (3) years of supervisory or managerial experience
- Class 5 Operator's Licence with suitable Driver's Abstract
- Acceptable Criminal Record Check
- Certification, or willingness to obtain certification in:
 - Agricultural Fieldman Certificate
 - WHIMIS
 - Transportation of Dangerous Goods
 - Standard First Aid / CPR-C
 - Leadership for Safety Excellence
 - Predator Control Device Permit (Form 7)
 - Industrial/Agriculture/Landscape Pesticide Applicator's Certificate considered an asset
 - FOIP (Focus on Privacy)

Working Conditions

- Work in an office setting that would require periods of sitting, work on a computer, and other general administrative duties.
- Field work involving periods of standing, walking over rough or uneven terrain, recurring bending, crouching, stooping and reaching.
- Typical field worksites may be subject to:
 - noisy, dusty, greasy, wet, windy, muddy or otherwise disagreeable conditions,
 - extreme temperatures and adverse weather conditions, and
 - moving vehicles and equipment
- Occasional heavy lifting of heavy items.