



FULL-TIME POSITION
Seasonal Agricultural Service Labourer
Internal/External Posting

Vulcan County invites applications from energetic, experienced, and detail-oriented individuals for the Seasonal Agriculture Service Labourer position to commence **in April 2024**, and to conclude at the **end of October**. As a Seasonal Agriculture Labourer, you will be entrusted with the safe and efficient execution of pesticide application, reclamation, and maintenance tasks within the Agricultural Services department.

This position is required to report to the Agricultural Services Shop at 244007 TWP RD 172, one mile North of Vulcan Alberta, Monday to Friday for a total of 40 hours/week.

Candidate qualifications:

The right applicant must be willing to work in a respectful, team and safety orientated (COR Certified) atmosphere. The applicant must be willing to work alone in the field as needed. The following skillset is required for the position:

- Must be able to operate small to heavy machinery
- Must be able to lift a minimum of 50 lbs.
- Must hold a valid Class 5 Drivers License with a maximum of 7 demerits – Class 1 or 3 is an asset
- Must be familiar with the Agricultural Industry, and applicable provincial and municipal legislation
- Must be willing to take training courses as required
- Must be willing to work outdoors
- Must be willing to safely work with various pesticides

The hourly remuneration for this position is \$28.29 – 31.82. A detailed job profile including specific job duties and qualifications is available on the County's website under Opportunities (www.vulcancounty.ab.ca)

Interested candidates are invited to submit in confidence a **cover letter and resume** to the County via email to:

Deanna Heather
Director of Agriculture
deanna.heather@vulcancounty.ab.ca

The position will remain open until February 16, 2024. We thank all applicants, however only those selected for an interview will be contacted.



JOB DESCRIPTION

Seasonal Agriculture Service Labourer

SUPERVISOR: Director of Agriculture Services

Approved: January 16, 2024

1. Purpose of Position

- 1.1 Reporting to the Director of Agriculture Services, the seasonal agricultural crew is expected to perform day-to-day operations deemed necessary.

2. Organization Structure

- 2.1 Reporting to the Director of Agriculture Services.

3. Program Responsibilities

This position (not listed by priority):

- 3.1 The seasonal agricultural crew member is expected to assist the Director of Agriculture Services and the Agricultural Fieldman in the day-to-day operations.
- 3.2 Duties that are included in, but not limited to the foregoing are:
 - 3.2.1 Operating a spray truck and spray-equipped ATV
 - 3.2.2 Backpack spraying
 - 3.2.3 Safe handling of chemicals
 - 3.2.4 Transportation of empty chemical jugs
 - 3.2.5 Re-seeding of roadside ditches
 - 3.2.6 Reclamation
 - 3.2.7 Mowing
 - 3.2.8 Conduct surveys administered by Alberta Agriculture
 - 3.2.9 General yard and shop maintenance
 - 3.2.10 Detailed record keeping of pesticide applications
 - 3.2.11 To assist other staff members when required and to work with other staff members in the completion of their duties as it affects Agricultural Services
 - 3.2.12 Any other Agricultural Services related duties that may be assigned from time to time
- 3.3 Physical Demands
 - 3.3.1 Heavy Lifting
 - 3.3.2 Working outdoors
 - 3.3.3 Driving and operating small to heavy machinery

4. GENERAL DUTIES AND RESPONSIBILITIES:

- 4.1 Maintain the confidentiality of all records in the office and only release information in accordance with County policy and applicable legislation.

- 4.2 Maintain effective public relations with ratepayers and general public and represent a positive County image.
- 4.3 Such other duties and responsibilities as may be assigned from time to time by the Director of Agriculture Services.

** Each incumbent may have special skills and talents. Any **Special Duties** shall be detailed at the end of this document.*

5. QUALIFICATIONS

- 5.1 The candidate should have:
 - 5.1.1 Knowledge of farming equipment and a strong agriculture background.

6. REQUIRED QUALIFICATIONS:

- 6.1 The incumbent must have:
 - 6.1.1 A knowledge of General County Operations;
 - 6.1.3 A knowledge of applicable provincial and municipal legislation;
 - 6.1.4 An ability to maintain professional and personal confidences;
 - 6.1.5 An ability to deal with and deal courteously and effectively with councillors, co-workers, members of the public, developers and rate-payers and maintain confidentiality with sensitive information and issues.
- 6.2 This position may require periodic travel for, and on behalf of, Vulcan County and a valid driver's license is a requirement for the position. The incumbent must have a VALID Alberta Drivers License or be able to transfer their current valid driver's license for an Alberta Driver's License within three (3) months of employment.
- 6.3 In the event of a municipal emergency or the declaration of a state of emergency this position shall be considered as a resource which may be called upon by the Director of Emergency Management (DEM).
- 6.4 The employee shall sign the Oath of Confidentiality in Policy 12-3132

7. SPECIAL DUTIES

- 7.1 _____

APPROVAL



Chief Administrative Officer

January 16, 2024
Date