

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The Field Inspector supports Alberta's implementation of the Pesticides Regulatory Directorate (PRD) approved Emergency Use Registration (EUR) for two per cent liquid strychnine by conducting field-based verification and monitoring activities. The position focuses on observing, documenting, and reporting on stewardship and risk-mitigation requirements associated with the use of a high-risk pesticide.

Working under established protocols and direction, the Field Inspector collects site-specific information, verifies adherence to stewardship conditions, and supports data collection required to demonstrate compliance with PRD label requirements. The role is observational and documentation-based and does not exercise enforcement, approval, or decision-making authority.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Municipal audit and verification activities are completed consistently
- Conduct site visits and inspections of municipalities in accordance with approved stewardship and audit

protocols.

- Verify the presence and condition of municipal stewardship and risk-mitigation measures.
- Review municipal records and documentation to ensure compliance EUR requirements.
- Apply standardized checklists and tools to ensure consistency and objectivity.
- Conduct work safely and in accordance with occupational health and safety requirements.

2. Accurate and timely field documentation supports program accountability

- Record observations, findings, and document reviews using approved templates and data-collection tools.
- Complete inspection records, logs, and supporting documentation in a timely manner.
- Identify and note deviations or anomalies for escalation.
- Submit completed documentation to program administration according to established timelines.
- Maintain clear, factual, and objective records suitable for internal review and program reporting.

3. Potential risks or issues are identified and escalated appropriately

- Identify practices or documentation gaps that may present increased risks to the environment, non-target species, or species-at-risk.
- Identify documentation gaps and inconsistencies observed during file reviews.
- Escalate findings to program management through established reporting channels.
- Support follow-up activities by providing clarifying information when requested.
- Maintain neutrality and consistency when observing and recording field conditions.

4. Audit activities support a coordinated provincial stewardship program

- Coordinate audit schedules and logistics with direct manager and administrative staff.
- Participate in program training and briefings related to protocols, safety, and documentation standards.
- Support additional pest stewardship programs, such as the Rat Control Program or the Compound 1080 Product Stewardship Program, as operational capacity permits.
- Provide feedback on field conditions or procedural challenges to inform program improvements.
- Use government-issued equipment and vehicles responsibly and in accordance with policy.
- Represent the program professionally during interactions with municipal representatives.

Problem Solving

Typical problems solved:

- Adjusting audit schedules, access, or logistics due to municipal availability, records readiness, or travel conditions.
- Interpreting and applying standardized audit protocols to varying municipal program structures and documentation practices.
- Reconciling observations with documentation provided by municipal partners.
- Managing competing audit priorities across municipalities and, as capacity permits, supporting additional pest stewardship programs.
- Determining when audit findings, documentation gaps, or inconsistencies should be escalated through established reporting channels.

Types of guidance available for problem solving:

- Direction and priorities provided by the Rat and Pest Program Specialist.
- Protocols, audit checklists, and monitoring guidance.
- Program training materials and safety guidance.
- IIS Directives and Resource Manual.
- Occupational health and safety standards and procedures.
- Support from administrative or program staff as required.

Direct or indirect impacts of decisions:

Direct impacts: accuracy and completeness of audit data and records.

Indirect impacts: quality of evidence available to demonstrate stewardship compliance and manage environmental risk.

Key Relationships

Major stakeholders and purpose of interactions:

- Rat and Pest Program Specialist: Receive direction; report observations; escalate findings and issues.
- Program Administrator: Coordinate scheduling, documentation submission, and administrative requirements.
- Other sections/branches: Share observations or technical information to support program understanding.
- Municipalities, Ag Service Boards, and Ag Fieldmen: Conduct site visits and explain the purpose of verification activities.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Science		

If other, specify:

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Job-specific experience, technical competencies, certification and/or training:

- Completion of secondary school; post-secondary training in agriculture, environmental sciences, resource management, or a related technical field is an asset. An equivalent combination of education and related experience may be considered.
- Experience in inspection, monitoring, surveying, or data-collection roles, preferably in agricultural, environmental, or rural settings.
- Experience following standardized procedures and accurately documenting observations using approved forms or tools.
- Proficiency with basic data-collection tools, forms, and standard office software.
- Ability to follow established procedures, safety protocols, and direction.
- Ability to work independently within defined direction and to recognize and escalate issues appropriately.
- Strong attention to detail, reliability, and adaptability.
- Professional and respectful communication skills.
- Valid Class 5 drivers license.
- Experience working outdoors in seasonal or operational field roles is an asset.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports 	

		<p>others to do the same</p> <ul style="list-style-type: none"> • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	

