

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Irrigation Technologist

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:

Reporting to the Director of the Natural Resource Innovation Section, this temporary Irrigation Technologist (Technologies 3) position will offset a 9.5 month maternity leave by the Irrigation Management Specialist (Agrologist 1). This temporary position will support Alberta's Irrigation Strategy for increased conservation, efficiency, and productivity of Alberta's water resources. This position will support the review of Sustainable Canadian Agricultural Partnership (S-CAP) Water Program grants under the on-farm irrigation efficiency stream, with the goal of modernizing Alberta's on-farm irrigation systems for a more efficient use of water and energy. This position will also support irrigation expansion through filing, scanning, adding metadata, and providing Land Classification for Irrigation reports to irrigation districts, consulting agrologists, and land owners.

Responsibilities

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

1. Support Level II Land Classification for Irrigation report management
Activities
·Provide Level II Land Classification for Irrigation information to irrigation districts, consulting agrologists, or land owners, as requested.
·Perform scanning, addition of metadata, and filing of new, incoming Level II Land Classification for

Irrigation reports.

·Perform scanning and addition of metadata of existing Level II Land Classification for Irrigation reports to aid in the ultimate goal of automation of report requests

2. Support the Sustainable Canadian Agricultural Partnership (S-CAP) Water Program

Activities

·Support the senior Technologist in the technical evaluation of incoming S-CAP Water Program applications by ensuring they are correct and complete and by entering data into the online grant management system (Grantium) through the application step, eligibility review step, and subject-matter expert (SME) step.

·Assist with organizing field verifications of completed irrigation system upgrades and conduct those in the Lethbridge area. Assist the senior Technologist with completion and closure of applications after the verification process through the verification requirement steps and closeout step in Grantium.

·Support the maintenance of a running total of grant money allocated and remaining to ensure the program is not overspent. Provide data summary information to support program reporting, as needed.

·Assist with the promotion of the S-CAP Water Program at irrigation equipment dealerships and at various industry meetings and conferences through formal and informal presentations.

·Directly assist applicants with their applications and clearly communicate the program terms and conditions.

·Communicate frequently with the Section Director to ensure applications are processed quickly and correctly.

3. Support a safe and healthy workplace

Activities

·Adhere to all on-site safety protocols and requirements.

·Support the senior Technologist with uploading and maintenance of the database of all Lethbridge Research Centre Occupational Health and Safety inspections.

4. Administration

Activities

·Responsible for adherence to all GoA and AF administrative requirements such as time reporting, expense claim submission, etc.

·Responsible for the safe operation and maintenance of a government vehicle.

Problem Solving

Typical problems solved:

Reporting to the Director of the Natural Resource Innovation Section, with support, training, and supervision from a senior Technologist, this position will make decisions about the eligibility of S-CAP Water Program applications and the completeness of incoming Level II Land Classification for Irrigation reports and completeness of scans of existing reports.

Types of guidance available for problem solving:

Training will be provided on the S-CAP Water Program, its application form, requirements, terms and conditions, funding list, and software used to process grants and track applications. Training will also be provided on the hard-copy and electronic filing systems for Level II Land Classification for Irrigation reports. Ongoing support will be available from the section Director and a senior Technologist, throughout the 9.5 month term of this position. Staff responsible for the two major outcomes for this position work closely as a team.

Direct or indirect impacts of decisions:

Services provided by the position contribute to and directly impact the proper administration of government funds through the S-CAP Water Program. Adherence to Program terms and conditions is essential, so attention to detail and integrity are essential attributes of the incumbent. Current annual funding for the on-farm irrigation stream of the S-CAP Water Program is in excess of \$2M.

Services provided by the position regarding Level II Land Classification for Irrigation reports impact the timely completion of the assessment process for determining the suitability of land for irrigation expansion.

Key Relationships

Major stakeholders and purpose of interactions:

S-CAP Water Program applicants - daily interaction

Provide applicants or potential applicants with detailed information on all aspects of the Program, including interpretation of the terms and conditions, implementation of the funding list, and requirements of the application form

Senior Technologist - daily interaction

Interact daily to weekly to communicate about Level II Land Classification for Irrigation reports and S-CAP Water Program applications

Section Director - daily to weekly interaction

Interact daily to weekly to communicate about incoming S-CAP Water Program applications and grants, service standards

Irrigation equipment dealerships - daily to weekly interaction

Request documentation required to process S-CAP Water Program grant applications and provide them with assistance on the completion of applications for their clients and with education on any new or existing aspects of the Program

Consulting agrologists, irrigation districts, and land owners - weekly interaction

Provide requested Level II Land Classification for Irrigation reports, in a timely manner and as requested and process incoming reports

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Qualifications:

·Two-year technical diploma in agriculture technology, biology, environmental technology, or a related discipline with specialized education or experience with irrigation management; or equivalency: two-years directly related experience.

·Additional relevant education or experience would be considered an asset.

Knowledge:

·Extensive knowledge of Microsoft Office Suite including Microsoft Excel and Microsoft Office. A working knowledge of shared filing systems (e.g., UCM, SharePoint) would be an asset.

·Advanced knowledge of irrigation systems used in Alberta's irrigated region and an understanding of their

components and design and their relative efficiencies.

- A working knowledge of Alberta's irrigation districts and private irrigation schemes, including a familiarity with the provincial irrigation water licensing prioritization process.

- A working knowledge of Alberta's standards and procedures for the classification of land for irrigation.

- Familiarity with the Sustainable Canadian Agricultural Partnership (S-CAP) Water Program, on-farm irrigation efficiency stream, including the Program's terms and conditions, funding list, and application form.

- Extensive knowledge of irrigated crops grown in southern Alberta.

Skills:

- Excellent written and oral communications skills in English, including the ability to effectively communicate complex terms and conditions, standards and procedures, and processes in a clear and understandable manner.

- Well-developed interpersonal and communication skills for effectively networking to build a collaborative work environment with departmental staff, other government agencies, and the private sector.

Abilities:

- Strong ability to work effectively as part of a team or independently.

- Effective time management skills with the ability to deal with shifting priorities from multiple ongoing projects and programs.

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		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <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 	
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution 	

		<ul style="list-style-type: none"> • Recognizes and appreciates others 	
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Date yyyy-mm-dd Employee Signature

Supervisor / Manager Name Date yyyy-mm-dd Supervisor / Manager Signature

Director / Executive Director Name Date yyyy-mm-dd Director / Executive Director Signature

ADM Name Date yyyy-mm-dd ADM Signature

DM Name Date yyyy-mm-dd DM Signature