

**“This document is available in alternate format upon request.”**

## **AGRICULTURAL TECHNOLOGIST**

### **PREAMBLE**

This series is intended to cover positions in the Department of Agriculture which require technical knowledge of agricultural programs, policies and procedures. This knowledge is normally acquired through post-secondary education, but may be acquired through extensive experience in agribusiness or on-the-job training.

Positions typically provide technical and regulatory support to staff in the planning, development and implementation of departmental programs.

Excluded from this series are positions where the primary knowledge required is of non-agricultural resource programs such as forestry, fisheries or wildlife. Such positions should be tested for inclusion in the Resource Technologist or Natural Resources Officer series. Also excluded are Manitoba Department of Agriculture positions whose functions do not include a form of extension education and positions whose principle duties are to provide administrative, and clerical support or laboratory services to agricultural programs, regardless of the educational qualifications of the incumbent.

### **DEFINITIONS**

#### **Technological Regulatory Programs**

Regulatory programs which require a clear understanding of specific technology such as soil development and land management in order to understand and enforce the regulations.

#### **Organizational Unit**

Refers to the individual branch structure of the department within each region. For example, an organizational unit may refer to the 'livestock group' within one region, this would include both technical and professional staff with expertise in the livestock area.

#### **Full Working Level**

This is the level at which incumbents are expected to perform independently, all duties of a particular nature. That is, either program management and extension education or regulatory enforcement. Incumbents will be fully responsible for their individual programs and may or may not have direct access to professional support.

# **AGRICULTURAL TECHNOLOGIST 1**

## **GENERAL**

This is generally a recruitment and training level. Individuals are involved in technological work which requires a general understanding of Agriculture. This may include crops, livestock and related products, land use and classification and farm management. Work is performed according to well defined procedures closely monitored on initial assignments and evaluated in terms of the consistency with which employees operate, according to instructions and departmental objectives. The work may involve the application of specific programs related to agriculture.

## **TYPICAL DUTIES**

Assisting experienced technicians and professional staff with assigned technical tasks related to position responsibility.

Works under close supervision.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Good knowledge of general agricultural technology and principles with some knowledge of various agricultural programs.

### **Education, Training and Experience**

Education equivalent to Grade XII plus graduation from a recognized Diploma course in Agriculture or discipline related to land management.

Some practical, related experience is preferred.

# **AGRICULTURAL TECHNOLOGIST 2**

## **GENERAL**

This is a full working level for Technologists. Incumbents may assist in the delivery of relatively complex technological regulatory programs or specific elements of major agricultural programs. Provision of some educational and consultative advice to producers, as part of a regulatory function, may be required. Individuals are expected to utilize their comprehensive technical knowledge in one agriculture discipline.

## **TYPICAL DUTIES**

Performs inspectional work in compiling and calculating production and cost of production records, Crown lands development.

Responsible for weighing, grading, sampling and testing animals and/or agricultural products.

Carries out field duties relating to development and classification of land, lease management and project development.

Assists the Land Representative on his rural office days as well as tending to routine office duties.

Promotes improved agricultural methods through practical demonstrations.

Performs administrative duties related to programs of limited complexity where technical knowledge of a particular agricultural area is needed.

Collects lease and permit fees and carries out preliminary investigation on lease management related to agricultural crown lands administration.

May be required to supervise seasonal staff.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Ability to communicate with rural clients by oral, written or mixed methods and to make effective use of mass media.

Ability to establish and maintain effective public relations.

Some knowledge of proven extension techniques.

Knowledge of departmental acts, regulations, policies and programs relative to his or her responsibilities.

**Education, Training and Experience**

Education equivalent to Grade XII plus graduation from a recognized Diploma course in Agriculture or discipline related to land management.

One year's directly related experience essential, with some experience in provincial or federal agricultural programming preferred.

# **AGRICULTURAL TECHNOLOGIST 3**

## **GENERAL**

This is the working level for Agricultural Technologists whose principle function is technical assistance in agricultural extension for the Manitoba Department of Agriculture. Incumbents have either central or regional responsibilities in technical aspects of one or more agriculture disciplines or the delivery of programs related to livestock and crop production. Centrally individuals provide support to the planning, organization and implementation of various departmental programs within one agriculture discipline. Regional Technologists provide technical assistance in the delivery of district plans and assist regional program managers in the provision of educational and consultative advice to rural clients. Supervision and administrative duties may also be involved in relation to other full time technical staff.

Promotion to this level is not automatic but requires broad experience at an Agricultural Technologist 2 level.

## **TYPICAL DUTIES**

Is responsible for day-to-day management of commodity programs.

With the Regional Specialist, develops the physical layout of projects including water lines, fence lines, etc.

Maintains property equipment and animals.

Maintains close observation of projects noting pests, disease, injury, etc., and taking corrective action.

Assists the Regional Specialist in carrying out "on-farm demonstrations".

Ensures assembly of supplies and equipment for demonstrations.

Participates in extension meetings and practical demonstrations to help communicate information to the public.

Collects, accumulates and evaluates data related to on-going projects.

Assists Regional Specialist in the overall implementation of agricultural production and educational programs.

Is directly responsible for technical recommendations to producers.

May be assigned the responsibility of developing and co-ordinating tours, field days, seminars, workshops, meetings and educational programs.

Evaluates projects by producer response, adoption of improved practices and rate of improvement.

Creates awareness of programs and services available.

### **Knowledge, Abilities and Skills**

Ability to communicate with rural clients by oral, written or mixed methods and to make effective use of mass media.

Ability to communicate with large and small groups utilizing proven adult education techniques.

Ability to establish and maintain effective public relations.

Good knowledge of extension techniques.

Good knowledge of departmental acts, regulations, policies and programs relative to his or her responsibilities. Thorough technical knowledge in one or more fields of agriculture.

### **Education, Training and Experience**

Education equivalent to Grade XII plus graduation from a recognized Diploma course in Agriculture.

Several years' directly related experience with one year in provincial or federal agricultural programming is essential or suitable combination of education and experience.

Significant, proven experience utilizing extension education techniques.

# **AGRICULTURAL TECHNOLOGIST 4**

## **GENERAL**

This is a responsible administrative/supervisory or specialized technical work associated with one or more agriculture disciplines or the delivery of programs related to livestock and crop production. In administration of regulatory programs, incumbents assume responsibility for technical support programs through a number of Agricultural Technologist 2's, working from general guidelines and ensuring that the work of subordinates is performed satisfactorily and in accordance with accepted guidelines. In a specialized technical or para-professional role, incumbents provide technical assistance to professional staff in the planning and development of district plans, the dissemination of educational advice to rural clients or the administration of land management programs. These incumbents generally work independently with a high level of initiative and in the absence of direct commodity specialist support.

## **TYPICAL DUTIES**

Responsible for the provision of the required technical input for the planning, development of district plans where regional commodity expertise is lacking.

Assists regional delivery staff in the development stages of project design relative to needs of district plans.

Provision of extension education to rural clients through demonstrations, field days, seminars, meetings and workshops, related to commodity specialty.

Performs administrative duties related to large and/or complex programs where significant technical knowledge is required including administration of acts, regulations, policies, supervision of permanent and seasonal staff and explanation of departmental positions to the general public and other government officials.

Maintains personal and written contact with lessees for land use investigations, lease appraisal, land development, contract signing and classification of Crown lands.

Responsible for all appraisal of chattels and land improvements on leased Crown land.

Represents agricultural interests in all Crown land dispositions, clearances for sales or leases and easements.

Negotiates non-tenuous land use issues with representatives of other departments and agencies.

Carries out special investigations relative to the allocation and appeal process.

Approves the type of agricultural utilization for agriculturally used Crown lands.

### **Knowledge, Abilities and Skills**

Ability to communicate with rural clients by oral, written or mixed methods and to make effective use of mass media.

Ability to communicate with large and small groups utilizing proven adult education techniques.

Thorough knowledge and understanding of departmental acts, regulations, policies and programs relative to his or her responsibilities.

Thorough technical knowledge in one or more fields of agriculture.

Ability to plan, organize and supervise the activities of subordinate staff.

Ability to establish and maintain effective public relations.

### **Education, Training and Experience**

Education equivalent to Grade XII plus graduation from a recognized Diploma course in Agriculture or discipline related to land management.

Five years' directly related experience with two years' in provincial or federal agricultural programming is essential or a suitable combination of education and experience.

Significant, proven experience utilizing extension education techniques in extension related positions.

OR

Degree in Agriculture or discipline related to land management.

Three years' directly related experience including one year in provincial or federal agriculture programming is essential.



# **AGRICULTURAL TECHNOLOGIST 5**

## **GENERAL**

This is a co-ordination and supervisory level. Incumbents, normally as regional supervisors, are responsible for providing paraprofessional support services in the planning, development, implementation and evaluation of related agricultural field programs. This may involve technical input into policy formulation through research and gathering of data from field programs and staff. Incumbents will be responsible to ensure that policies and programs are administered consistently throughout the regions. Employees at this level have direct contact with field staff. As the direct contact, incumbents are responsible for inputs into staffing and staff training at lower levels.

## **TYPICAL DUTIES**

Provides technical support services in the planning, development, implementation and evaluation of Agricultural Crown Land Policies and Land Management programs.

Develops and evaluates Crown land use studies.

Formulates and supervises land management - oriented research projects for multi-resource use.

Ensures policies and programs are administered consistently throughout the region.

Conducts complex investigations, classifications, appraisals and land development within a region.

Is responsible for regional co-ordination of staff programs, budget estimates, evaluations and recommendations.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Ability to communicate with rural clients by oral, written or mixed methods and to make effective use of mass media.

Thorough knowledge and understanding of departmental acts, regulations, policies and programs relative to his or her responsibility.

Thorough technical knowledge in one or more fields of agriculture.

Ability to plan, organize and supervise the activities of subordinate staff.

Proven research and analytical skills relative to the planning, development, implementation and evaluation of programs.

### **Education, Training and Experience**

Education equivalent to Grade XII plus graduation from a recognized Diploma course in Agriculture or discipline related to land management.

In excess of five years' directly related experience with three years' in provincial or federal agricultural programming is essential.

OR

Degree in Agriculture or discipline related to land management.

Three years' directly related experience including one year in provincial or federal agricultural programming is essential.

Proven, progressively responsible supervisory experience including participation into program planning, development, implementation and evaluation.

# **AGRICULTURAL TECHNOLOGIST 6**

## **GENERAL**

This is the senior field position and as such normally reports to a Director. Incumbents are responsible for administering field programs and implementing policy and procedures through supervision of Agricultural Technologist 5's and contacts with other field staff. Province-wide program control and policy administration are maintained at this level. Incumbents are normally involved in policy formulation through the analysis and application of data received from the 5 level. As a senior administrator in the field, incumbents are responsible for maintaining the information flow between field staff and professional staff as well as between regions.

## **TYPICAL DUTIES**

Is accountable for field administration through Regional Supervisor.

Is responsible for implementing policy and procedures necessary to the orderly use of Crown land.

Liaises between field, professional and office staff.

Supervises and co-ordinates Agricultural Crown Land Field Administration.

Provides input into the formulation and drafting of policies.

In conjunction with Regional Supervisors, formulates procedures required for field administration of acts, regulations and policies.

Develops methods for improving field operation.

Formulates and maintains field staff training program.

Ensures program uniformity between districts.

Evaluates and approves field actions.

Maintains control over vehicles and equipment.

Controls overall operating expenditures of field operations.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Ability to communicate with rural clients by oral, written or mixed methods and to make effective use of mass media.

Thorough knowledge and understanding of departmental acts, regulations, policies and programs relative to his or her responsibility.

Thorough technical knowledge in one or more fields of agriculture.

Ability to plan, organize and supervise the activities of subordinate staff.

Proven research and analytical skills relative to the planning, development, implementation and evaluation of policies and programs on an organization wide basis.

### **Education, Training and Experience**

Education equivalent to Grade XII plus graduation from a recognized Diploma course in Agriculture or discipline related to land management.

In excess of five years' directly related experience with three years' in provincial or federal agriculture programming including some in a supervisory capacity is essential.

OR

Degree in Agriculture or discipline related to land management.

Three years' directly related experience including one year in provincial or federal agriculture programming in a supervisory capacity is essential.

Proven, progressively responsible supervisory experience including participation in policy and program planning, development, implementation and evaluation.