



## **Weed Inspector – Job Description**

### **Position Summary**

The Weed Inspector (WI) is responsible for monitoring, documenting, and enforcing weed control efforts within the Rural Municipality. This role involves field scouting, coordination with internal and external partners, responding to complaints, and ensuring compliance with the *Weed Control Act*. The primary field season runs from June to September, with additional reporting and training duties occurring throughout the year.

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### **Key Responsibilities**

#### **Field Scouting & Monitoring**

- Scout for invasive and prohibited weeds along RM rights-of-way and other designated areas; document all findings.
- Monitor the effectiveness of past weed control treatments and maintain accurate mapping and records.
- Track the spread of known weed patches using historical data and mapping applications.

#### **Coordination & Collaboration**

- Work with the licensed applicator to determine appropriate control measures for identified weed issues.
- Coordinate weed control efforts with neighboring jurisdictions (e.g., Town of Biggar, Ministry of Highways).
- Collaborate with Council, RM Administration, and the Plant Health Technical Advisor (PHTA).

#### **Compliance & Enforcement**

- Respond to weed complaints from ratepayers.
- Investigate reported infestations and work with landowners to ensure proper control measures are implemented.
- Enforce the *Weed Control Act* in a fair, consistent, and professional manner; maintain detailed enforcement notes.

#### **Reporting & Planning**

- Maintain accurate, up-to-date records including daily work logs, scouting results, maps, and enforcement documentation.



- Update the Weed Management Plan (WMP) annually based on current-season scouting and monitoring data.
- Provide recommendations to Council for weed management based on sound integrated weed management principles.
- Complete annual reports for both the RM and the Ministry of Agriculture.
- Assist with Invasive Plant Control Program (IPCP) applications if applicable.

### **Training & Professional Development**

- Attend SARM-led training sessions for weed inspectors and appointed officials (typically held in winter).
- Participate in training opportunities offered by the PHTA and other agricultural organizations.
- Maintain working knowledge of plant identification, weed biology, control methods, and relevant legislation.

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### **Qualifications & Skills**

#### **Required:**

- Strong communication and interpersonal skills.
- Willingness to learn on the job (plant ID, weed control options, legislation, mapping tools).
- Ability to work independently and unsupervised.
- Excellent time management and task-prioritization skills aligned with WMP goals and budget.
- Attention to detail and high-quality record keeping.
- Basic computer skills and willingness to learn mobile/scouting mapping applications.
- Availability for required training.

#### **Assets (preferred but not required):**

- Knowledge of invasive weed species and local agricultural practices.
- Previous municipal or agricultural field experience.
- Understanding of the *Weed Control Act* and related regulations.



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### **Work Schedule & Seasonality**

- Primary field work: June – September (peak weed identification period).
- Late-season responsibilities include annual reporting, updating the Weed Management Plan, and supporting IPCP applications if applicable.
- Winter: training opportunities and periodic administrative duties.