



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

URBAN FORESTRY COORDINATOR PERMANENT, FULL TIME (35 HOURS PER WEEK)

Reporting to the Manager of Parks, the Urban Forestry Coordinator is responsible for the implementation of Township wide forestry maintenance functions and initiatives. Co-ordinates and conducts tree inspections, planting, maintenance, and removals as well as responds to public inquiries and other related duties as assigned.

Key Major Responsibilities

Duties include but not limited to:

Forestry:

- Performs effective care and maintenance for the growth of the Township's urban forests.
- Fielding, recording, and scheduling forestry requests.
- Coordinates and performs watering, pruning, removals, and stump grinding of Township owned trees.
- Responsible for tree risk assessments as required with ISA Tree Risk Assessment.
- Inspect contracted tree plantings in new subdivisions, on boulevards, in parks and road reconstruction projects including quality control, completing necessary reports and documentation of contracted services.
- Maintain up-to-date filing system ensuring accurate records of all arboriculture related activities using Township software.
- Consult and provide diagnosis and recommendations for insect, disease, and fungi to staff and members of the public.
- Performs maintenance, develops and inspects the Township's trail system.
- Provides technical direction and guidance to staff to ensure proper arboriculture practices and techniques are being implemented for the healthy development and protection of the urban forest.

Communication

- Responds to service requests from residents related to forestry.
- Collaborates with Manager of Parks and Manager of Public Works to action parks and recreation service requests and administer related work orders for tree services.
- Prepares and presents reports to Council, Committee of the Whole, and other Township Committees, as required.
- Coordinates and manages the planning and preparation of materials for public engagement events, including public planting events and coordinated efforts with Centre Wellington's forestry related community groups.

Other

- Performs other duties as assigned.

Minimum Qualifications and Requirements:

- Post-secondary degree or diploma in Forestry, Arboriculture, Natural Resources Management, Environmental Science, or related discipline.
- Certified Arborist with the International Society of Arboriculture (ISA).
- Minimum three (3) years' experience as a Forestry Technician or related position.
- Knowledge of arboricultural and forestry practices, activities, policy, and relevant legislation.
- ISA Tree Risk Assessment Qualification (TRAQ) or willing to obtain.
- Pesticide license in landscape application through the Ontario Ministry of Environment, Conservation and Parks (MECP).
- Excellent organizational, prioritization, and administrative skills.
- Strong communication, report writing, and public consultation skills.
- Detailed arboriculture knowledge related to both native and non-native trees, adapted to the local climate and landscape conditions.
- Ability to correctly identify trees in all seasons and at various stages of growth or decline.
- Basic tree health and tree risk knowledge and experience.
- Demonstrated creativity and adaptability in complicated and difficult situations and in managing demands from stakeholders.
- Excellent interpersonal skills to interact with staff across the organization, contractors, and consultants.
- Demonstrated proficiency using MS Office (Outlook, Word, and Excel).
- Must possess a valid Class "G" Driver's License and maintain a clean driver's abstract.

Annual Salary: \$66,896 - \$78,258 (2023 salary range)
(Under review)

How to Apply: Interested applicants are invited to submit their cover letter and resume in MS Word or PDF format by email to careers@centrewellington.ca by **October 7, 2023, at 11:59 p.m.** Please quote job posting '2023-036' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.