



## VACANCY POSTING

<b>POSTING #: NU-2017-15</b>  <b>Posting Period: May 5 – May 23, 2017</b>	<b>EMPLOYEE GROUP: Non Union</b>  <b>POSITION STATUS: Permanent Full-Time</b>  <b>Hours worked per week: 35</b>
<b>Position: Project Manager, Forestry</b>  <b>Grade: Grade 8</b>  <b>Wage Rate: \$78,484 - \$88,283 / annum (January 2017)</b>	<b>Department / Division: Community Services / Facilities and Parks Operations</b>  <b>Location: Haldimand County Caledonia Centre</b>

### PURPOSE OF POSITION:

Reporting to the Manager, Facilities and Parks Operations, the incumbent will:

- Develop, coordinate and implement sustainable forest and urban forest conservation, as well as advise on forestry, arboriculture and natural resource matters
- Work with staff, residents, businesses and community partners to deliver the goals and objectives outlined in the urban forest management plan, including development of standards, policies and procedures
- Manage safely the forestry maintenance program with a focus on continuous improvement of service delivery in tree trimming, tree planting, tree protection, tree removals, stump grinding and related activities
- Contract manage third party contractors in the management of the County's urban forest, tree maintenance and removal work
- Develop and maintain the Forest Strategy and Management Plan, forestry planning and development standards, inventory data, policies and procedures in consultation with other County Divisions to ensure the needs of the community are met within best practices and within a cost-effective manner
- Assist staff with enforcement of County By-laws related to forestry as required

### EDUCATION & EXPERIENCE:

- University degree relative to area of responsibility (for example, Forestry with specialization in Urban Forestry or Arboriculture)
- OR
- a Community College diploma with appropriate experience (for example, Forestry with specialization in Urban Forestry or Arboriculture)

### PLUS

- With a degree, at least 5 years current related experience which includes progressive responsibility relative to accountabilities, preferably in a municipal environment
- With a diploma, 10 years or more current related experience which includes progressive responsibility relative to

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- accountabilities, preferably in a municipal environment
- Certified Arborist with International Society of Arboriculture (ISA)
- Registered as a Professional Forester in the Ontario Professional Foresters Association (OPFA) would be considered an asset
- Pesticide Applicators License is considered an asset
- Municipal law enforcement experience is considered an asset

Or equivalent to the above.

**KNOWLEDGE & SKILLS REQUIRED:**

- Demonstrated project management and contract management skills
- Sound technical knowledge relative to accountabilities
- Good understanding of municipal government, its operations, by-law enforcement and services
- Good understanding of asset management principles
- Good knowledge of business processes and financial management methods to assist with work within approved budgets and to recommend and / or take appropriate action to maintain sound financial positions
- Interpersonal skills to establish and maintain relations with others (residents, County staff, peers within other organizations, agencies / organizations, product sources) and to resolve complaints / disputes / issues
- Research, analytical, problem solving and decision-making skills to enable the assessment of issues / situations, develop options and make decisions necessary
- Communication skills (listening, writing, verbal) to provide clear direction to assigned staff to ensure solid understanding of work requirements, work guidelines and to encourage and sustain consensus building to make decisions
- Time management / organization skills to identify priorities, re-arrange work if required and to meet identified deadlines
- Customer service focus in terms of timely response to issues, proactive communications and problem resolution
- Valid Ontario driver's license and access to a reliable vehicle

**Computer Expertise:**

Level 4 - The incumbent must possess intermediate and advanced computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their

- Proven ability to use desktop or department / division specific software packages on their own or combine information from different software packages to get the desired result
- Solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently
- Knowledge to utilize software to develop quality reports, professional looking presentations, publications and/or to develop complex spreadsheets for analysis or presentation of data (including use of formulae)

**Accountabilities / Tasks**

**Include, but are not limited to the following:**

**Project Management / Tasks:**

- Provide project coordination and management of the design and implementation of assigned municipal projects, through design development, detailed design and contract administration
- direct consultants, contractors and staff involved with assigned municipal capital projects.
- review development plans and consultants work from a technical and administrative perspective to ensure that their design and project delivery are complete and meet corporate standards and the terms of reference.

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- plan and assign the work of staff involved with the project(s)
- Prepare tender proposals and quotes and manage the procurement process
- Supervise and coordinate work with staff of other County departments, contractors, Provincial Ministries, Federal Departments, Conservation Authorities and other agencies as necessary, ensuring clear understanding of the work to be completed and the processes and procedures to do so, to result in cost-effective completion of all work
- Apply sound project management practices in the management of activities required for the successful completion of assigned projects
- Provide input on the development, implementation, maintenance and proposed improvements to specific project strategies, plans, processes and agreements that support successful completion of the project(s)
- Communicate information to ensure understanding and adherence to project timelines by allocated staff, contractors and consultants
- Prepare, review and develop the assigned project budget estimates for inclusion in the Division budget, manage approved projects and monitor status throughout the year, taking appropriate actions to ensure adherence to the approved budget or providing information to the Manager in order to seek budget adjustments
- Ensure all works are undertaken and constructed to an appropriate standard and in compliance with County policies and procedures, applicable legislative and regulated requirements
- Review, monitor, forecast and conduct site inspections and prepare reports and recommendations on various technical areas including: subdivisions, site plans, water and waste water sewer works, bridges, roads and culverts
- Assist Senior By-law Enforcement staff with preparation of documents for Court proceedings
- Attend Court (Provincial Offences Act, Supreme Court of Ontario for Examination of Discovery, Notice of Motion and trials) to provide testimony as an expert witness, if required
- Responsible for preparing and presenting reports to update Council, the Senior Management Team and others, recommending specific actions, if / where required
- Undertake various project assignments as directed by the Manager or designate
- ensure that detailed records of projects and other work is maintained in an approved record management system that tracks all work carried out such that documentation is readily retrievable. Ensure that electronic infrastructure databases are maintained with current data.
- represent the Department and/or Division at relevant meetings.
- provide effective public relations to sustain and specific project meetings, etc.
- provide technical assistance to operational divisions for such support as tender preparation, regulatory processes and assessments that are broader than the expertise in that department/division.

#### **People Management:**

- Ensure staff, County or contracted, understand and safely conduct work in compliance with applicable legislated and regulatory requirements, including Acts, regulations, approved County policies / procedures and current collective agreement(s)
- Ensure project participants have clear understanding of the work to be completed and the processes and procedures to follow (result: completion of all work within identified timeframe and budget)
- Ensure that project goals and objectives are always considered to ensure appropriate activities are undertaken
- Investigate and respond to public inquiries regarding tree maintenance requests / trouble calls etc., and provide solutions / recommendations
- If / when required, interview, coach and discipline assigned staff; prepare and administer performance appraisals, provide technical leadership / direction and evaluate training requirements for assigned staff
- Ensure a positive workplace, free of intimidation and harassment

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**Leadership:**

- Constructively contribute to the Divisional Management / Supervisor Team and established goals of the Division
- Represent the Department and / or Division at relevant meetings
- Establish and maintain relationships with contractors and other municipal counterparts and ensure cooperative relations with staff
- Liaise and represent the County at meetings with volunteer groups dedicated to forestry management within the County
- Actively participate in external organizations/associations for the purposes of the betterment of that organization, including but not limited to the preparation of papers and reports, participating in panel discussions, participating on committees, etc.
- Develop, implement and propose improvements to program strategies, plans, policies, procedures and agreements that support successful achievement of the Division's defined goals and objectives, while ensuring corporate goals and objectives are always considered and achieved. Communicate changes to ensure understanding and adherence by subordinate staff
- Demonstrate commitment to the Haldimand County code of conduct
- Practice effective public relations to sustain the positive image of the Corporation of Haldimand County

**All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- a current (within the past 6 months) Police Check YES – OPP LE 219

**Those who are interested in applying for this position must submit a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting. Only those who are selected for an interview will be contacted.**

**AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

*As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.*

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