

**EXTERNAL JOB OPPORTUNITY**

<b>POSITION:</b>	<b>SUPERVISOR, PARKS - GENERAL (FORESTRY)</b>	<b>JOB POSTING #:</b>	<b>2018-0038</b>
<b>POSTING PERIOD:</b>	<b>Friday, February 2, 2018 8:30 a.m. to Friday, February 23, 2018 at 4:30 p.m.</b>		
<b>DEPARTMENT:</b>	Parks	<b>UNION:</b>	Non-Union
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	NU0510
<b>POSITION STATUS:</b>	Regular Full-Time	<b>GRADE/CLASS:</b>	NU12
<b># OF POSITIONS:</b>	1	<b>RATE OF PAY:</b>	\$78,500.10 to \$95,417.83 Annually
<b>POSITION #:</b>	00000224	<b>SHIFT WORK REQ'D:</b>	No

**DUTIES:**

Reporting to the City Forester/Manager of Forestry and Natural Areas, the Supervisor, Parks - General (Forestry) will be responsible for the daily operation and maintenance of municipally owned trees throughout: right of ways, parks, tree nursery and natural areas:

- Develops, assigns and evaluates work for arborists and contractors;
- Implements annual work programs, schedules and timelines;
- Evaluates operational performance and recommends changes to systems, procedures and methodologies to improve efficiencies;
- Forecasts and monitors assigned budgets through the analysis and interpretation of financial and management data, monitor performance, expenditures and prepare reports as required;
- Ensures daily operation is in line with arboriculture best management practices;
- Reviews and monitors construction operations associated with: development; building permits; utility operation and recommends requirements for protecting existing trees and replanting to ensure compliance; conducts tree risk assessments for By-Law;
- Reviews and investigates residents' requests and concerns regarding City owned trees and makes recommendations for treatment including approval or disapproval of requests for removal of City owned trees;
- Ensures tree inventory and computerized management maintenance program is updated in a timely manner for activities related to the urban forest;
- Provides support in the leadership, recruitment, training, supervision, discipline, attendance management and performance appraisals of Forestry (Arborists) staff;
- Represents the Corporation on committees, in meetings and interactions with other government agencies and service providers;
- Provides recommendations to management on the 'Arborist Industry Safe Work Practices';
- Will perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program as well as perform other related duties as required including special projects;
- Maintain practical awareness of relevant legislation required to investigate complaints, resolve problems and ability to communicate and deal effectively with the public;
- On-call responsibilities will be a component of the position.

**QUALIFICATIONS:**

- Must have a University degree in Forestry, Horticulture, Biology, Environmental or Plant Science; Park/Woodland Management, Turf and Vegetation controls, Public Administration, or Business Administration or related field and a minimum of (4) four years experience in a parks environment, grounds and facilities, urban forestry operations and maintenance operations with a construction/development function;
- OR Must have Community College diploma in Forestry, Arboriculture, Horticulture, Turf Management or related field or Ontario Ministry of Education equivalency and a minimum of (6) six years of experience in a parks environment, grounds and facilities, urban forestry operations and maintenance operations with a construction/development function;

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**QUALIFICATIONS CONTINUED...:**

- **OR** Must have an Ontario Secondary School Graduation Diploma plus (1) one year of post secondary school courses in any applicable field such as Forestry, Horticulture, Turf Management, Public Administration, Business Administration, or Ontario Ministry of Education equivalencies, and over ten (10) years experience in a parks environment, grounds and facilities, urban forestry operations and maintenance operations with a construction/development function;
- Must have proven experience liaising with the general public, consultants, contractors and other agencies;
- Must have supervisory experience in a unionized environment.
- Must have a proven ability to analyze problems and communicate effectively, both orally and in writing.
- Must have knowledge of the Occupational Health & Safety Act, its regulations and knowledge of the hazards associated with the work.
- Must hold and maintain a current valid and lawful Class G driver's license in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment.
- A valid Ontario Class "DZ" driver's license would be considered an asset.
- Certification as an Arborist, Utility or Municipal Specialist through the International Society of Arborists (ISA) considered an asset.
- Qualifications in Tree Risk Assessment (TRAQ) considered an asset.
- Possession of valid Ontario Pesticides Spray License Exterminator, Landscape, Vegetation, and Nursery/Forestry will be considered an asset.
- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program.
- Progression through the Art of Supervision certificate of a supervisory program of a similar nature is considered an asset.
- The physical demands analysis associated with this job indicates a light level of work.

**HOW TO APPLY:**

- Send resume in confidence, quoting the above File Number, specifically noting your qualifications and experience as outlined above.
- Resumes will be given further consideration based on meeting the criteria as identified in the qualifications section.
- **Resumes are to be addressed to and received by no later than 4:30 p.m. on the posting period date noted above.**
- Resumes may be provided to the Human Resources Department, 400 City Hall Square East, Suite 408, Windsor, ON, N9A 7K6 (email: [recruitment@citywindsor.ca](mailto:recruitment@citywindsor.ca)) OR you may drop off your resume to one of the Customer Care Centres.
- Please refer to the City of Windsor's website for further information on the location and hours of operation for Customer Care Centres.

**NOTE:**

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

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In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.