

*The City of Winnipeg is a vibrant and dynamic organization with many opportunities!*

*We offer a diverse and welcoming work environment that delivers quality services to our citizens.*

## **Supervisor of Urban Forestry & DED Operations (Under Review)**

Public Works

Posting No: 119459

**Closing Date: January 25, 2021**

### **Job Profile**

Under the general direction of the City Forester, the Supervisor of Urban Forestry and Dutch elm disease (DED) Operations is responsible for the planning, directing, supervision, and coordination of the Urban Forestry and DED Operations for the entire area of the City of Winnipeg, including associated financial, administrative, and communication systems.

This position also ensures that systems are continuously improved so as to provide services of the highest possible quality at the lowest achievable cost.

### **As the Supervisor of Urban Forestry & DED Operations you will:**

- Manage and administer the Urban Forestry and Dutch Elm Disease Operations
- Be responsible for recruitment, selection, placement and ongoing education and training, evaluation and management of supervisory and front-line staff in the Operations Section of the Branch, ensuring safe, cost-effective and efficient use of resources
- Ensure a safe workplace, plan and coordinate training and development of staff in the Urban Forestry and DED operations section
- Facilitate the acquisition, maintenance and repair of equipment, tools and facilities for the Urban Forestry Branch
- Coordinate the Urban Forestry Branch customer service program, including assisting with communications of front-line services, and provide technical expertise and guidance in the areas of policy, procedures, planning and maintenance practices relating to the Urban Forestry Branch and arboriculture and urban forestry related matters.
- Assist with the Urban Forestry Branch budgets and projections.

## **Your education and qualifications include:**

1. Bachelor's Degree in Science, Arboriculture or Urban Forestry or related discipline or equivalent combination of post-secondary education, training and progressive management experience
2. International Society of Arboriculture (ISA) Certified Arborist or equivalent (Manitoba Arborist License)
3. A minimum of 3 years of diverse experience in arboriculture or urban forestry operations, combined with or including a minimum of 2 years progressive supervisory and administrative experience
4. Demonstrated leadership, organizational, analytical and decision-making abilities prioritizing job performance
5. Extensive knowledge of arboriculture- and urban forestry-related principles and practices, and related techniques and technologies
6. Demonstrated knowledge of budget preparation and business planning concepts, including strategic planning processes
7. Demonstrated ability to establish and manage effective partnerships and agreements with a wide variety of community/business groups, agencies, associations and civic departments
8. Demonstrated ability to supervise staff, and manage inter-agency programs
9. Ability to project, manage, coordinate and/or facilitate activities as assigned
10. Strong interpersonal skills, including communication (oral and written), facilitation and collaboration, with the ability to effectively interact with the media by conducting interviews with newspapers, radio, and television reporters
11. Demonstrated ability to work independently and exercise appropriate judgment in managing workflows and priorities to ensure required deadlines are met, while often working under stressful conditions and tight timelines with minimal direction
12. Demonstrated ability to handle confidential information and to exercise the utmost discretion in providing information to others
13. Well-developed analytical, presentation and report writing skills
14. Ability to problem-solve, using a variety of interpersonal skills including initiative, creativity, organizational and self-directed
15. Demonstrated ability to direct others and to effectively deal with conflict
16. Commitment to teamwork and willing to work with coworkers and staff to ensure effective and efficient performance of tasks
17. A sound working knowledge of information technology, modern data base concepts, and data research tools
18. Demonstrated ability to use Microsoft software (Excel, Word, PowerPoint)

## **Conditions of employment:**

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- A Police Information Check satisfactory to the employer will be required from the applicant(s) or successful candidate(s), at their expense. To obtain Police Information Check information please visit [www.winnipeg.ca/police](http://www.winnipeg.ca/police).
- Possess and Maintain a valid Manitoba Class 5 Driver's License
- The successful applicant is required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City Transportation Policy.
- Possess and maintain an International Society of Arboriculture (ISA) Certified Arborist or Manitoba Arborist License
- Must be capable of working at various heights, working outdoors in potentially extreme weather conditions, ability to stand and walk for extended periods and over uneven terrain including snow, ice and riverbanks, and the ability to work overhead and at heights for extended periods.
- Ability to work evenings, weekends and overtime as required.

## **CORE COMPETENCIES: FOR ALL EMPLOYEES OF THE CITY OF WINNIPEG:**

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

## **How To Apply**

**APPLY ONLINE**, including all documentation listed below:

1. Current resume AND Application Form (**Required**).
2. Cover letter (**Required**).
3. Applications submitted without REQUIRED documentation will not be considered.

**\*Your application documents must clearly indicate how you meet the qualifications of the position.\***

## **Notes**

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is \$3,162.54 - \$4,257.48 bi-weekly, as per the W.A.P.S.O. Collective Agreement.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

***WE SEEK DIVERSITY IN OUR WORKPLACE. INDIGENOUS PERSONS, WOMEN, VISIBLE MINORITIES, AND PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.***

**Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.**