



OAKVILLE

Supervisor of Woodlands and Parks Tree Operations Town of Oakville

Call No: 21-2372

Job Details:

Permanent Full-Time (Non-Union)

Posting Status:

Open to all current Town of Oakville employees and external applicants

Salary Range:

\$91,555 - \$109,911

What can I expect in this role?

This position reports to the Manager of Forestry Services in the Parks and Open Space department. As the Supervisor of Woodlands and Parks Tree Operations you will:

- Develop annual operating/capital plans and schedules and assist the Manager in preparation of operating and capital budgets for tree stumping and planting and woodlands and parks tree operations portfolio.
- Track and work within the financial budgets established for the business unit.
- Lead a team of arborists, urban forest technicians, labourers and students for implementing action plans.
- Develop and oversee operational programs specific to existing and future invasive species strategies
- Contract administration including but not limited to: street and parks tree planting, stumping and arboricultural services.
- Supervise, monitor and audit activities of companies and contractors, vendors' arborist crews, staff, students and consultants.
- Have the ability to communicate and establish effective relationships with all staff levels and elected officials, unions and the general public.
- Respond timely to citizen inquiries and/or complaints related to assigned area of responsibility.
- Have excellent conceptual, interpersonal communication and administrative skills.
- Organize work activities and procedures to optimize productivity of assigned staff.
- Provide training, instruction and expertise for business unit staff.
- Establish performance measures and conduct annual performance evaluations for assigned personnel.
- Hire and train seasonal/temporary employees as appropriate and resolve immediate performance issues through coaching and/ or discipline.
- Represent the assigned business units by providing timely communication to residents, town administration, emergency services, senior management, members of town council and others.
- Administer, enhance, modify, and develop forest resource management programs as well as conducting site investigations/ assessments, determining, and developing appropriate action plans.
- Provide professional forestry advice and direction; retain the Town's FSC (Forest Stewardship Council) certification on all of the Town's woodlands properties.
- Be required to work standby, on a rotational shift, throughout the year, includes emergency storm management.
- Perform other duties as assigned.

How do I Qualify?

- Completion of a 4 year Bachelor of Science preferably in Forestry and/or equivalent education.
- I.S.A. (International Society of Arboriculture) Certified Arborist or Municipal Specialist or Board Master Certified Arborist designation.
- Minimum of 5-7 years' progressively responsible related work experience in urban forestry.

- Supervisory experience in forest management and/or forest operation in a municipal/unionized environment is an asset.
- Membership in the Ontario Professional Foresters Association as a Registered Professional Forester is required. Provisional members working toward full membership and be able to obtain full membership within 6 months may be considered.
- A valid and unrestricted Ontario Driver's License Class G minimum.
- Strong interpersonal skills and effective verbal and written communication skills.
- Strong computer skills with a proficiency in data management and Geographical Information Systems (GIS) and ARC Map.
- Working knowledge of CityWork as applied to urban forestry service requests and work orders is an asset.
- Demonstrated understanding of tree planting, stumping, tree pruning and removal and contract management.
- Experience dealing with politically sensitive and provincially significant issues and with developing policy, procedures and corporate practices.
- Experience leading and coaching diverse teams.
- Experience in strategic business planning, procurement and financial management.
- A dynamic, team oriented individual with highly developed project management skills, strategic and critical thinking and strong negotiating & scheduling abilities to effectively manage multiple priorities.
- Sound analytical, decision-making, problem solving, financial control, organizational and leadership skills.
- Must have thorough knowledge of the Occupational Health and Safety Act, Highway Traffic Act including Ontario Traffic Manual's Book 7 (Temporary Conditions) and be familiar with the procedures of the Electrical and Utilities Safety Association of Ontario.

In addition, your experience demonstrates the following supervisor leadership competencies:

Strategic Thinking – innovating through analysis and ideas

Engagement – mobilizing people, organizations, partners

Management excellence – delivering results through action management, people management and financial & asset management

Accountability and Respect – serving with integrity and respect

Core Knowledge Required for Success:

You are an experienced leader with a comprehensive knowledge of:

- Current and future policies, practices, trends, technology and information relating to tree care industry practices.
- Common word processing, spreadsheet, email and database management techniques and GIS programs and in depth knowledge and understanding of asset management.
- Occupational Health and Safety and Highway Traffic Acts, regulations and directives as these apply;
- Corporate Values:
- Teamwork, accountability, dedication, honesty, innovation and respect

We offer:

- a progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things;
- a defined benefit pension plan.
- comprehensive health plan complemented with life and disability insurance.

Applications will be accepted on-line at www.oakville.ca in the employment section by no later than midnight on **October 1, 2021.**

DATED: September 14, 2021

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.