

EXTERNAL JOB OPPORTUNITY

POSITION:	CITY FORESTER/ MANAGER, FORESTRY & NATURAL AREAS	JOB POSTING #:	2022-0006
POSTING PERIOD:	Monday, March 7, 2022 at 8:30 AM to Friday, March 18, 2022 at 4:30 PM		
DEPARTMENT:	Parks & Facilities	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0419
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	NU13
# OF POSITIONS:	1	RATE OF PAY:	\$97,886.95 to \$118,982.70 Annually.
POSITION #:	00004225	SHIFT WORK REQ'D:	No.

DUTIES:

Reporting to the Executive Director, Parks & Facilities or designate, this position will be responsible for the day-to-day operation of the Forestry and Natural Areas division of the Parks Department. Will manage non-union, union staff and contractors as well as coordinate emergency responses for tree emergencies. The position will include planning, programming, budgeting, organizing, coordinating and directing all activities within the division. Will diagnose diseases and entomological conditions of trees and plants, know how to encourage propagation of trees and make decisions on construction projects on tree removal and preservation (including tree nursery maintenance). Will assist and cooperate with other service areas within the Corporation including Planning and Engineering, particularly within the provisions of required manpower, equipment and materials to provide services to the citizens of Windsor. Must analyze and report both verbally and in writing concerning changes in operations, council questions, public complaints, etc. This position will require occasional attendance at City Council meetings and relevant Standing Committee meetings as requested by the Executive Director, Parks & Facilities, as well as attend public meetings and perform media interviews as required. Will oversee the preparation of cost estimates, drawings and specifications for Forestry and Natural Area projects as well as oversee the supervision, scheduling and coordination of construction. Will provide instruction, advice and guidance to subordinates. As part of the Park's management team, will advise the Executive Director, Parks & Facilities on various matters, including proposed policies, design features, environmental issues and Divisional operations. Ensure staff familiarization with provincial safety legislation and corporate safety policies and procedures. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a University Degree in Forestry with specialization in Urban Forestry, Arboriculture or related degree such as Horticulture or Ecology or Ontario Ministry of Education equivalencies plus a minimum of six (6) years of experience in municipal parks, urban forestry or areas of Arboriculture and/or natural areas.
- **OR** Must have a post-secondary school Community College Diploma in Forestry with specialization in Urban Forestry, Arboriculture or related Diploma such as Horticulture or Ecology or Ontario Ministry of Education equivalencies plus a minimum of ten (10) years of experience in municipal parks, urban forestry or areas of Arboriculture and/or natural areas.
- Must be registered as a Registered Professional Forester (R.P.F.) or be eligible and willing to register as a Registered Professional Forester member with the Ontario Professional Foresters Association.
- Must have excellent conceptual, interpersonal communication and administrative skills.

CONTINUED...

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QUALIFICATIONS CONTINUED...

- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful driver's license is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment.
- Must have proven public relations and writing skills.
- Must have experience in human resources management, financial/budget management and working in a unionized environment which includes experience working with union contracts.
- Must have the ability to communicate and establish effective relationships with all staff levels and elected officials, unions and the general public.
- Should have knowledge of the Occupational Health & Safety Act, its regulations and knowledge of the hazards associated with the work.
- 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 Program Certificate or a supervisory program of a similar nature is considered an asset.
- Preference will be given to those internal applicants who are demonstrating progression through the Management Windsor program requirements.
- Arborist Certification as well as Land Class I and III Pesticide licenses from the Ministry of Environment will be considered an asset.
- The physical demands analysis associated with this job indicates a light level of work.

HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- Applicants who do not have access to a computer must attend the City of Windsor's Human Resources Department, located at 400 City Hall Square East, 4th Floor, Suite 408, to complete a paper copy of the application.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

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.
- **All City of Windsor employees are required to be fully vaccinated as a condition of employment in accordance with the City's [COVID-19 Vaccination Policy](#)**

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.