

# Clarington

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## **The Corporation of the Municipality of Clarington Public Works Department requires a Forestry Coordinator**

### **We are an equal opportunity employer**

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

### **Who we are**

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

### **What the role entails**

The Forestry Coordinator will report to the Parks Supervisor and will be responsible for completing a wide variety of technical and laboring duties related to the support of the Forestry Division. Responsibilities include assisting with the assignment of work, maintenance of Municipal wide forestry database, completing inspections & tree assessments, develop and administer contracts, prioritize forestry initiatives, and meet with members of the public regarding forestry concerns. As necessary, other duties may also include the maintenance of other municipal infrastructure such as winter operations and general parks operations.

### **Responsibilities**

The following responsibilities and duties of this position includes but is not limited to:

- Assisting the Parks Supervisor with manpower scheduling, training and the leadership of full-time and seasonal workers. Physically assist with the maintenance associated with forestry work.
- Delivering exceptional customer service and maintain a high level of communication when

dealing with members of Council, staff, the public, stakeholders, etc. Meet directly with various individuals or customers in order to fully understand specific issues, concerns, requests or set-up requirements.

- Performing inspections according to established performance objectives, maintain accurate records of conditions and take remedial action where situations could result in possible injury to employees or the public and that may also adversely affect the Municipality's image.
- Investigating Municipal Policy and Procedures, concerns and complaints and respond accordingly.
- Assisting with supervision and monitoring the performance of removal, planting and emergency contracts / outside contractors to ensure that services are completed in accordance with Municipal specifications, standards and expected levels of quality.
- Inspecting trees, identifying type, size and condition; identifying pests and diseases, recommending treatment; pruning and shaping of trees.
- Assisting with the development of an urban forestry plan.
- Documenting and update the tree inventory program.
- Assisting with the development and implementation of maintenance management programs for the purpose of making recommendations for the annual budget process.
- Inspecting, operating and ensuring the effective maintenance of machinery and equipment, such as ariel lift unit, power saws, hand tools and chipper.
- Operating ariel lift unit safely and efficiently in all weather conditions.
- Responsible for the actions of equipment and crew in accordance with the Occupational Health and Safety Act, Municipal policies and procedures.
- For the purposes of winter control, typically between December 1st and March 31st, the position may also be responsible for carrying-out winter maintenance duties as assigned.
- Participating in after-hours meetings as required.
- Performing other duties as may be necessary.

## **Qualifications**

The successful candidate will possess:

- Community College diploma or a trade certificate in a related field combined with three (3) years of progressive responsible experience or an equivalent comprehensive background of training, experience and the necessary skills and abilities to the satisfaction of the Director of Public Works.
- ISA Certified Arborist complete with minimum five (5) years of related experience.
- Demonstrated knowledge of the Occupational Health and Safety Act and other applicable legislation, regulations and guidelines, such as Highway Traffic Act, Conservation Authorities Act, and Weed Control Act.
- Demonstrated experience and proficiency in operating forestry related equipment, tools, and their appropriate settings necessary for maintenance tasks.
- Demonstrated planning, time management, organizational and problem-solving skills.
- Strong interpersonal skills with the ability to direct others and coordinate activities.
- Proven ability to establish and maintain effective working relationships with employees as well as internal and external contacts.
- Demonstrated knowledge of occupational hazards and safety regulations applicable to the work.
- Strong written and oral communication skills including the ability to communicate in a clear, concise, and courteous manner.
- Proficient in the use of computer software applications including Word, Excel, Outlook and

CityWide.

- Completion of relevant current and valid courses including but not limited to:
  - Chipper and Chainsaw Training
  - Working at Heights
  - MOL Supervisor Awareness Program
  - Customer Service Program
  - AODA Accessibility Training Certificate
- Qualifications that will be considered an asset:
  - OPA Trail Maintenance
  - ISA Utility Specialist
  - Butternut Tree inspection certificate
  - Tree Assessor Certificate
  - ORFA Parks Maintenance and Operation
- Must have current WHMIS and First Aid Certificates.
- Possess and maintain a valid Class “DZ” Ontario Drivers License with a clean drivers abstract and access to reliable transportation.
- Experience with winter control related equipment including operation of a combination snowplow unit would be considered an asset.
- Must be legally able to work in Canada.

## What we offer you

- Rate of pay: \$33.14 - \$41.32 per hour - Code 7 of the 2023 Outside Collective Agreement.
- Hours of work: 40 hours per week including evenings, weekends and holidays.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

## Additional information and requirements

Public Works Employees are subject to standby, on call duty and may be required to work out of any Public Works location depending on work schedules and manpower requirements. Employees hired externally or from another Department will be scheduled into shifts Monday through Sunday. The successful candidate will be expected to respond to after-hours calls especially during the winter season program.

Pre-employment testing for this position may include written, oral and comprehensive testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

**Applicants selected to participate in testing must bring the following mandatory items at time of testing:**

- 1) A current Driver’s Abstract and proof of a valid Ontario Class “DZ” Drivers License.
- 2) Proof of valid First Aid and WHMIS Training Certificate

Prior to starting the position, the successful candidate must provide, at their own expense, a current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

Prior to starting the position, the successful candidate must confirm access to reliable transportation.

## How to apply

To view this position and to submit your application online, please visit [www.clarington.net/careers](http://www.clarington.net/careers). Applications will be accepted until **Thursday, September 28, 2023, at 4:00 p.m.**

This job competition number is **File # 123-23**.

We thank all applicants for their interest. However, only those under consideration will be contacted.

## Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.