



JOB DESCRIPTION

Urban Forest Supervisor/Foreman

Parks, Recreation & Culture

Department

March, 2024

POSITION SUMMARY

The Parks, Recreation & Culture Department manages the operations, services, programs and maintenance of municipal areas consisting of Victoria Park, including the outdoor pool, Colchester Legion Stadium, Victoria Square, Civic Square, TACC Grounds, Kiwanis Park, the outdoor ice surface, walking trails, parks and green spaces, flower and shrub beds, sports fields and litter collection.

The Urban Forest Supervisor/Foreman is responsible for overseeing staff in Victoria Park and the Railyard. Responsibilities include the management and conservation of the Town's urban forest including Victoria Park's natural resources. Additionally, the Urban Forest Supervisor/Foreman will work collaboratively with other Supervisors/Foremen to ensure a high level of service excellence is maintained throughout the areas served by the Parks, Recreation & Culture Department.

REPORTING RELATIONSHIPS:

Reports to: **Director of Parks, Recreation & Culture**
Assistant Director of Parks, Recreation & Culture

KEY WORKING RELATIONSHIPS:

Internal: Department Personnel
Other Town Departments

External: Outside agencies/contractors as applicable
General Public
Committees as assigned

RESPONSIBILITIES/ACCOUNTABILITIES:

- Collaborate and assist in implementing the Parks and Open Space Management Plan.
- Manage the urban forest inventory, maintenance schedules and conservation timelines.
- Conduct regular assessments of the Town's trees and Victoria Park's forested areas to identify tree health, invasive species, and potential hazards.
- Support the supervision of CUPE staff in Victoria Park and coordinate contractors engaged in trail building, tree planting, removal, and other Park and forestry-related activities.
- Implement sustainable forestry practices to promote the long-term health and resilience of the Park's ecosystem, including the Water Shed.
- Liaise and collaborate with local stakeholders, community groups, non-government and government agencies on forestry-related projects and initiatives.
- Monitor and enforce compliance with relevant regulations, permits and environmental standards pertaining to forestry operations.
- Supervise summer students in carrying out various urban forest maintenance activities.
- Develop and maintain partnerships with educational institutions, conservation organizations, and volunteer groups to support forestry education and outreach efforts.

- Manage various programs such as annual tree planting, tree pruning and removal including forecasting expenses and working with Procurement to issue contracts.
- Prepare reports, presentations and recommendations for the Parks, Recreation & Culture Department, the Urban Tree Committee, and relevant stakeholders regarding forestry management activities.

QUALIFICATIONS

Education and Experience:

- Completion of Grade 12 High School or equivalent;
- Graduate in a recognized post-secondary forest technician/technologist program or Degree in Forestry, Natural Resources or a related field;
- Valid Nova Scotia Drivers License;
- Minimum of five (5) years of experience in forestry management, with a focus on urban forestry or park management;
- Strong knowledge of tree species identification, silviculture practices and arboriculture;
- Experience managing a unionized workforce, an asset;

Competencies

- Excellent interpersonal skills; communication skills (written and oral), and analytical skills;
- Excellent administrative and supervisory skills;
- Possess problem solving ability; have the ability to multi-task;
- Proficiency in GIS software and other forestry-related tools and technologies;
- Demonstrated commitment to environmental stewardship and sustainability principles.
- Ability to address conflict in a healthy, positive and proactive manner.

Special Requirements:

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check;
- Ability to work outside in varying weather conditions and terrain.

AUTHORIZING SIGNATURES

Director of Parks, Recreation & Culture

(Signature)

(Date)

Incumbent:

(Signature)

(Date)

Manager of Human Resources:

(Signature)

(Date)