

CITY OF HAMILTON

LAST REVISION – NOVEMBER 2, 2018

PUBLIC WORKS DEPARTMENT
(ENVIRONMENTAL SERVICES DIVISION – FORESTRY & HORTICULTURE SECTION – LOCATION – -77
JAMES STREET NORTH, SUITE 400)

MANAGER OF FORESTRY AND HORTICULTURE
(1 PERMANENT FULL TIME POSITION)

SUMMARY OF DUTIES

Reporting to the Director of Environmental Services, the Manager of Forestry and Horticulture is responsible for the management accountability, planning, delivery, and financial performance of operations and maintenance of Street tree planting, trimming, removals, emergency response and urban forestry health/protection. Additionally, the Manager is responsible for horticultural design, planting, greenhouse production, horticultural shows and the maintenance of city traffic island / garden and roundabout maintenance. In addition the Manager ensures the availability of resources required to deliver programs to approved standard, through the use of safe practices, in accordance with applicable laws, regulations, policies, and agreements.

GENERAL DUTIES

Administer, co-ordinate and direct the ongoing operations and work activities within the section by delegating and assigning work to staff ensuring maximum utilization of human resources and monitoring and evaluating individual staff performance and providing support and guidance for staff development while promoting the city of Hamilton's Corporate Culture Pillars.

Provide strategic leadership in keeping with the City of Hamilton Strategic Plan and Mission, Vision and Values and Public Works Business Plan, Innovate Now..

Participate as a member of the Environmental Services Management Team.

Responsible for the hiring, orientation, , disciplining and performance evaluations of staff.

Participate in labour relations matters by maintaining close liaison with Human Resources.

Create and maintain Business Plans including program service levels for Forestry and Horticulture operations in alignment with corporate priorities, goals, objectives and service demands.

Create and maintain Work Plans and program schedules to ensure timely, effective and efficient delivery of service programs, in compliance with all application legislative requirements.

Ensure effective and consistent service delivery relative to current policy and procedures, changing conditions, demands, and regulations.

Maintain Program Quality Assurance and Financial performance using appropriate KPIs, measures and systems.

Promote a culture of Continuous Improvement.

Ensure operational compliance with all applicable legislation, policy, contracts, agreements, regulations and guidelines.

Liaise with community organizations to cultivate, support, coordinate, and maximize the benefits of community involvement in the maintenance and preservation of city trees and horticulture features.

Act on behalf of the Director as delegated.

Perform other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Degree or Diploma in forestry, horticulture, botany or landscape architecture with considerable progressive municipal work related experience in supervisory and management roles.
2. Proven knowledge of best operational practices and theories together with a proven record in planning, designing and maintaining operational and capital programs in a municipal environment.
3. Must be able to demonstrate relevant knowledge and experience related to the duties described above.
4. Demonstrated ability to provide effective leadership and supervision to a large unionized workforce supported by strong knowledge of fundamental business practices such as budgeting and budget implementation supported by exceptional motivational and organizational skills.
5. Demonstrated highly effective leadership, facilitation, communication, presentation, interpersonal and organization skills.
6. Demonstrated competencies in the preparation and management of large scale operating and capital budgets affecting multiple service programs delivered through a combination of in house and contracted forces.
7. Demonstrated computer literacy, and competencies with standard business practices and software systems,.
8. Demonstrated commitment to achieve service excellence through "continuous improvement" initiatives such as technical innovation, process change, staff training, mentoring and succession planning programs.
9. Strong interpersonal and communications skills to support the development of effective relationships with staff, other divisions / departments, contractors, members of council, the media, community organizations and the general public.
10. Demonstrated understanding of applicable statutes, regulations and by-laws affecting the scope of the position such as, but not limited to the Occupational Health and Safety Act.
11. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
1. Demonstrated knowledge of collective bargaining process and experience in effective application of collective agreements.