

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### (ENVIRONMENTAL SERVICES - FORESTRY SECTION – LOCATION – 1301 UPPER OTTAWA ST.)

### SUPERINTENDENT OF FORESTRY

#### SUMMARY OF DUTIES

Reporting to the Manager of Forestry and Horticulture, the Superintendent of Forestry, is an integral part of the Forestry section leadership team, providing leadership to Forestry operations staff, short and long-term operations planning, co-ordination of work, and direction to Forestry staff. Complete training, performance development and appraisal programs for staff.

#### GENERAL DUTIES (INCLUDING BUT NOT LIMITED TO)

Plan and coordinate the delivery of Forestry operations and maintenance programs to ensure safe, cost-effective, and timely delivery of services, in accordance with existing legislation, bylaws, regulations, business plans, approved service levels and current practices.

Use technology and provide technical knowledge necessary to implement and instruct others in the implementation and maintenance of municipal tree infrastructure through the use of digital information and GIS- based asset management tools.

Plan and Implement a twenty-four hour, seven-day per week emergency response system for storm damage. Co-ordinate and supervise staff and equipment required for elimination of hazards to persons or property.

Provide consistent performance management for subordinate staff and contractors, including recruitment, supervision, day to day labour relations matters, discipline, guidance and counselling in ongoing skills development initiatives.

Determine, co-ordinate and measure the daily work programs and production by planning, organizing and scheduling of work activities and equipment for employees, including students, seasonal staff and contractors.

Develop and deploy metrics of Key Performance Indicators. Monitor and analyse data and report monthly

Recommend and evaluate continuous improvement initiatives to improve work function and increase efficiencies.

Investigate liability claims and claims of personal injury accidents and property damage. Attend examinations of discovery and court as required.

Interpret and ensure compliance with municipal and departmental policies and procedures such as Attendance Management and various specific By-laws (i.e. Trees By-law, Parks By-law, etc).

Interpret and ensure compliance with the Occupational Health and Safety Act, E.U.S.A., W.H.M.I.S., and all applicable provincial/federal Acts, Standards and Union Agreements.

Interact with all levels of government, politicians and civil servants to facilitate the flow of information and the delivery of Forestry programs.

Participate in the evolution of performance standards, training requirements, urban Forestry maintenance program operations and work procedures.

Investigate, evaluate and respond to customer inquiries and complaints concerning Forestry programs

## **Job Description #: 5354**

Document the activities of the work unit through completion of work orders, reports, time cards, absentee forms, vacation scheduling, daily tracking of activities, work schedules and programs making use of technology

Provide administration and effective cost control of the allocated current budgets through utilization of performance standards, specifications, work programs and procedures, monitoring of progress, cost control reports and statistical data.

Invoice reconciliation using Web Centre and BMO Spend Dynamics

Engage with staff to establish and maintain an effective network of communication among all staff and between management and subordinate staff, co-workers and customers.

Co-ordinate and deliver to staff Corporate Survey Results (OPS). Organize and conduct staff team meetings to determine next steps and ensure follow through.

Liaise with other departments as required to co-ordinate/deliver customer service requirements to improve working relationships and flow of assistance between sections to maximize yard capabilities, staffing potential, equipment resources and inventory control to seasonal variations in the front line service delivery (i.e. complaint resolution, work co-ordination etc.).

Provide detailed budget estimates for the delivery of operating programs and capital projects (i.e. staff complement, equipment, materials, work plan accomplishments etc.) in accordance with the business plan.

Recommend and implement policies, work plans and work schedules for Forestry programs and capital projects and monitor the effectiveness with the view of meeting or exceeding targets and recommending changes.

Implement mandatory staff training programs, recommend staff training and skills development plans and initiatives to ensure that employees are adequately trained and skilled to perform their duties safely and effectively and to meet "cross utilization" requirements.

Engage with staff to promote teamwork and integration between among staff within the Forestry Section and across the division where possible and appropriate (i.e. cross-functional and cross-program initiatives).

Provide technical expertise and guidance to staff on arboriculture, urban Forestry maintenance programs and technology.

Represent the City's interest in liaising with governing agencies such as Canadian Food Inspection Agency, Ministry of Environment, Canadian Forestry Association and Environment Canada.

Prepare and review detailed specifications for contractual obligations.

Manage and participate in vendor performance

Manage and oversee Automatic Vehicle Locator (AVL) program

Work with Non for profit, environmental and community Groups & BIA's

Work through Fleet and Facilities Division to facilitate the acquisition and ongoing maintenance and repair of equipment and facilities.

Assist in the preparation and tracking of the Environmental Services Division operating and capital budget with associated budget requests for Forestry programs or initiative.

Provide advice and reports, to the Manager, Director and/or General Manager as required.

## **Job Description #: 5354**

Act on behalf of Manager in his/her absence on departmental management team or other assignments as delegated.

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

### **QUALIFICATIONS**

1. Proven demonstrated knowledge of theories and practices related to urban forest tree management, maintenance and reforestation, normally acquired by obtaining a degree or diploma in Urban Forestry, Landscape Architecture, Environmental Sciences or related field, and relevant experience. Additional training such as tree identification, tree risk assessment, and related certification is considered an asset.
2. Demonstrated experience and knowledge in forestry operations with proven knowledge of best operational practices and theories together with a proven record in planning, designing and maintaining forestry related programs such as GIS based tree asset inventory management.
3. Demonstrated experience and knowledge of tree morphology, physiology and dendrology of those tree species common to the Hamilton Area
4. Demonstrated ability to coordinate and supervise staff in a unionized environment through effective use of leadership, facilitation, communication, interpersonal and organizational skills and working knowledge of applicable collective bargaining agreements and related processes.
5. Thorough knowledge and understanding of all applicable legislation, bylaws and regulations that apply to Hamilton's Urban Forestry operation including but not limited to working in the vicinity of energized conductors.
6. Must possess strong written and oral communication skills to support excellent customer service and communications with the general public, elected officials, management, co-workers, partner service providers, and contractors.
7. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
8. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
9. Must possess the ability to perform work according to general guidelines and parameters and possess considerable latitude for independent initiatives and judgement in planning, organizing, leading projects and in determining the methods and procedures for its completion.
10. Highly developed analytical and planning skills with a proven track record for long-term visioning and big picture thinking.
11. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
12. Knowledge of collective agreement and ability to interpret same.
13. Must be a results-oriented individual with a commitment to excellent customer service and team building.
14. Must have excellent computer skills and competency with Microsoft Suite of applications, GIS, database applications and GIS based asset management tools.
15. Must possess a valid Class "G" Drivers Licence.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

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