

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION – FORESTRY & HORTICULTURE – LOCATION – 1301 UPPER OTTAWA)

SUPERVISOR, URBAN FORESTRY – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent of Forestry. Plan, organize and direct urban forestry work crews responsible for the maintenance of all urban forestry operations. Oversee the evaluation of and maintenance of municipal trees, implementation of the Tree by-law, Tree Planting Program, Utility locates and be on call to respond to storm damage events on a 24 hour 7 day a week basis. Coordinate works with Electrical Utilities as required. Complete performance management evaluations of staff.

GENERAL DUTIES

Provides technical knowledge and site evaluation necessary to instruct others in the maintenance of the treed infrastructure.

Investigates liability claims of personal injury accidents and property damage, attends examinations for discovery and court, also prepares litigation undertaking when required.

Directs, communicates and monitors staff, contracted service workers and consultants to ensure all projects are concluded in accordance with corporate guidelines and recognized Arboricultural practices to provide effective project implementation and cost control.

Develops, plans, schedules and administers maintenance-related operations for speciality projects/programs such as:

- Tree by-law enforcement
- Tree planting programs
- Conducts Site Plan Inspections and makes recommendations on approvals
- Directs and oversees the care and daily maintenance of municipal trees (Risk Evaluation, Trimming, Removal, Spraying etc.)
- The collection and compilation of underground locate sheets for Ontario One Call System
- Liaises with and implements the Hamilton Hydro Electric agreement for utility tree trimming maintenance

Reads and interprets drawings, specifications and standards to achieve desirable productivity and quality controls and maintenance services such as:

- Zoning and Land Use Maps
- Construction Drawings and site plans
- Land Surveys

Provides technical knowledge on equipment operation and routine maintenance on a broad range of specialized equipment including aerial devices, stumpers, chippers, boom trucks, front end loaders, sprayers, chainsaws, hydraulic pruners and climbing gear.

Monitors the operating budget for the Forestry Section in accordance with conventional procedures and ensure maintenance activities are within approved budget.

Implements a twenty-four hour, seven-day per week emergency response system for storm damage. Co-ordinates and supervises the manpower and equipment required for elimination of hazards to persons or property.

Ensures that all forestry personnel receive adequate and appropriate safety and technical training in order that work

is performed in a safe and productive manner as mandated by the Occupational Health and Safety Act and the Electric Utilities Safety Association (E.U.S.A.) as well as participating in the employee Health and Safety program.

Determines and co-ordinates the daily work programs by planning, organizing and scheduling of work activities and equipment for employees, including students, hired equipment and contractors.

Provides consistent performance management and evaluation for subordinate staff and contractors, including motivation, supervision, interviewing, hiring, discipline guidance and counsel, attends management and confidential personnel matters.

Interprets and ensures compliance with municipal and departmental policies and procedures such as Attendance Management and various specific By-laws.

Interprets and ensures compliance with the Occupational Health and Safety Act, W.H.M.I.S., various Provincial/Federal Acts and Union Agreements.

Participates in the evolution of performance standards, training requirements and work procedures.

Identifies and rationalizes a list of specific projects relative to the area of responsibility through proper investigation, cost estimating and the setting of priorities.

Investigates, evaluates and implements solutions and prepare written reports to citizen and Councillor complaints/requests.

Documents the activities of the work unit through completion of reports, time cards, absentee forms, vacation scheduling, daily diary entry of activities, work schedules and programs as well as the operation of computers.

Provides administration and effective cost control of the allocated current and capital budget through utilization of performance standards, specifications, work programs and procedures, monitoring of cost control reports and statistical data.

Establishes and maintains an effective network of communication between senior management and subordinate staff, various public and private sector agencies, user groups and constituents and numerous civic and regional departments and other levels of government.

Performs such other duties as assigned which are directly related to the responsibilities of the position.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Proven demonstrated knowledge related to Urban forest tree maintenance and reforestation, normally acquired by obtaining a diploma in Urban Forestry or a related field or an equivalent combination of education and relevant work experience.
2. Demonstrated ability to develop, direct and implement the delivery of urban forestry services by making use of significant management and solid leadership skills complemented by a resourceful and results-oriented attitude.
3. Must have a working knowledge of computers in a Windows environment utilizing MS Office software, a working knowledge of Hansen would be an asset.
4. Excellent organizational skills and time management skills, including the ability to co-ordinate staff

requirements for regular, emergency and special services.

5. Must have a good working knowledge of tree morphology, physiology and dendrology of those trees common to the Hamilton area.
6. Must possess effective written and verbal communication skills in preparation of correspondence and reports and administrative skills.
7. Must possess a valid "First Aid/CPR" certificate.
8. Must possess a valid E.U.S.A. "Safety in Line Clearing" certificate or equivalent or greater.
9. Must possess a valid E.U.S.A. "Safe Operation and maintenance of a Chainsaw" certificate or equivalent or greater.
10. Must possess a Class "G" Driver's Licence.
11. Valid Landscape Exterminator's Licence would be an asset.

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