

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

**(ENVIRONMENTAL SERVICES DIVISION - LOCATION – 100 King Street West 14<sup>th</sup> Floor)**

### **URBAN FOREST HEALTH TECHNICIAN – CUPE 5167 (INSIDE WORKGROUP)**

#### **SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, the Urban Forest Health Technician reviews, reports, monitors and implements all requests for Public Tree Permits, and plans and projects that involve work that may damage a Public tree, or require removal or planting of Public trees.

The Urban Forest Health Technician is accountable for ensuring that City staff, residents, developers, outside contractors and consultants execute work involving Public trees in accordance with City bylaws and policies. This includes but is not limited to review of development and site plan documents, Tree Permit Requests, and Tree Management Plans.

The Urban Forest Health Technician assists the Senior Project Manager with strategic planning related to urban forest protection, including reviewing bylaws and policies, and recommending improvements to strategies for stakeholder engagement and advocacy.

#### **GENERAL DUTIES**

Ensure City staff, developers, contractors, consultants, and members of the public execute work that may impact Public trees in accordance with City Bylaws and policies to ensure tree protection.

Reviews technical plans with respect to tree preservation and urban forest conservation, policies, bylaw and regulatory requirements.

Provide written feedback and design solutions to City staff, developers, and consultants to ensure that development plans prioritize Public tree retention.

Liaises with City staff and outside agencies and provides comprehensive written responses based on their review of development and construction applications.

Develop and/or assist with written reports and presentations concerning policies, Bylaws, and best practices related tree preservation.

Maintains & updates database/ asset management system on development applications, plan review, permit issuance, tree replacements and tree protection.

Conducts site visits to ensure that tree protection, removals, cleanup, restoration, replacement and safety regulations are conducted as required.

Maintain regular communication with Manager, Senior Project Manager, Forestry Operations staff, other divisions within Public Works and the City where applicable.

Liaise with general public, developers and contractors to ensure an allied approach to tree protection, removal and replacement is established.

Educate the public, developers and contractors about Public tree Bylaws and policies in a proactive and respectful manner than encourages compliance and an allied approach to urban forest protection.

Issue Public tree permits and identify appropriate permit conditions.

Identify opportunities to improve urban forest protection processes and programs and participate in continuous improvement projects as required.

Provide educated response to inquiries from the general public, private industry, other municipalities, and interdepartmental staff.

Perform 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. Demonstrated experience in the practice and implementation of projects and programs related to urban forestry normally acquired through successful completion of a University degree or College diploma in arboriculture, urban forestry, forest conservation, or related discipline with proven experience in project management, planning, site plan review, and evaluation of urban open space and/or architectural plans with a focus on urban forest protection.
2. ISA (International Society of Arboriculture) certified.
3. ISA TRAQ (Tree Risk Assessment Qualification).
4. Preference will be given to candidates who are Tree Appraisal Qualified (Arbor Canada or similar)
5. Demonstrated experience in tree preservation theories and techniques including but not limited to urban tree hoarding, root pruning, soil preservation, and exploratory root excavation.
6. Demonstrated experience in completed tree appraisals and tree risk assessments in an urban environment related to development projects.
7. Demonstrated ability to read site plans, landscape, service and grading plans.
8. Must possess well-developed interpersonal skills, demonstrated through effective communication in both verbal and written delivery of information.
9. Sound understanding of City of Hamilton policies and procedures, by-laws, federal and provincial legislation pertaining to urban forestry as well as the Ontario Health & Safety Act.
10. Demonstrated knowledge of urban forest management including tree morphology and physiology.
11. Sound understanding of project management theories and practices with a demonstrated experience in managing multi-phased projects with multiple stakeholders.
12. Possess a demonstrated record of technical competence, customer focus, innovation, creativity, team advocacy, empowerment and commitment to results.
13. Experience in a computerized environment, with a sound understanding of Outlook, Word, Excel, ArcGIS, and Hansen software applications.
14. Must possess good organization and time management skills.
15. Ability to perform field work under difficult and adverse weather conditions.
16. Ability to deal effectively with elected officials, representatives or other levels of government, management, peers, and support departments.

17. Proven ability to approach discussion with people facing difficult situations, including members of the public, professionally and with empathy, both in person and on the phone. x ( ).

Possess a high level of personal integrity.

18. Must possess a valid class "G" Ontario Driver's License and clean abstract.

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

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