

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION - FORESTRY & HORTICULTURE- LOCATION 77 JAMES ST. N., 4TH FLOOR)

### EMERALD ASH BORER (EAB) COORDINATOR (FORESTRY & HORTICULTURE) - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Project Manager of Forest Health, the EAB Coordinator is an integral part of the Forestry and Horticulture Section. The EAB Coordinator will assist with administration of day to day operations associated with the Emerald Ash Borer Management Plan (EABMP), including administration of quality control measures to ensure continuous optimal performance of vendors and internal processes.

#### GENERAL DUTIES

Co-ordinate day to day operations for the Emerald Ash Borer Management Plan (EABMP) assisting the Project Manager of Forest Health.

Support the preparation of reports, communicate with participants in projects, and other activities associated with the EABMP and other special projects.

Receive master lists for removal from the Project Manager of Forest Health. Confirm identified trees are private or public. Identify if within City road allowance utilizing tools such as GIS and report findings to Project Manager of Forest Health.

Measure trees for DBH and enter into spreadsheet for contractor.

Review site for appropriateness of replacement tree planting after tree has been removed. Identify acceptable locations for tree replacements based on Forestry policies, and recommend species for replacement planting.

Contact homeowners where tree is required to be removed. Inform as to removal and replacement. Review species options and locations. Enter data into spreadsheet with locations and species for new plantings.

Coordinate stumping. Distinguish if stump and/or berm removal. Measure and maintain records for Contractor and Project Manager of Forest Health.

Respond to concerns regarding Tree health issues from Property owners, Councillors via e-mail, phone calls where they have been determined by Project Manager to Forest Health as being routine inquiries.

Work with Project Manager of Forest Health to maintain sufficient quantity of work orders to contractor to ensure they are consistently occupied in order to meet required quantity of tree removals.

Speak with members of the public regarding the EABMP and other special projects as required, to provide information on Forestry programs, and address concerns that arise.

Complete site assessment form to be provided to the adjacent residential property owners.

Provide advice and reports, to the Project Manager of Forest Health, Senior Project Manager, and Manager of Forestry and Horticulture as required.

Liaise with contracted vendor(s), staff, and private property owners, for co-ordination of the EABMP in consultation with Project Manager.

## **Job Description # 7091**

Conduct field reconnaissance to obtain photos and to assist with recommendations for replacement tree planting. Collect data, follow through on schedules, and maintain program records and statistical information.

Develop regular status reports on progress and assessments, maintain records, input data and generate schedules, maintain overall work plan.

Participate in and recommend continuous improvement initiatives.

Work 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.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

### **QUALIFICATIONS**

1. Education in forestry related profession normally obtained through a degree specializing in forestry sciences or a combination of education and relevant work experience. ISA Certified Arborist qualification is considered an asset.
2. Understanding of Forestry related municipal programs, such as forest inventory data collection and management.
3. Possess strong written and oral communication skills combined with highly developed analytical, conceptual, technical, and interpersonal skills, personal integrity and professional commitment.
4. Demonstrated ability to write reports, compile statistics, and assess internal processes.
5. Must be able to work independently and as a team member making sound judgment based on results of research and/or consultation and the balancing of competing interests.
6. Demonstrated ability to exercise initiative and independent judgment.
7. Must possess good organizational and time management skills.
8. Must have experience working in a computerized environment, and have demonstrated excellent working knowledge of Microsoft Office (Word, Excel, Project and Outlook).
9. Experience with Geographic Information Systems (GIS), field collection of spatial data and spatial data management is a requirement.
10. Demonstrated ability to work well under pressure and conflicting priorities.
11. Ability to organize and effectively coordinate a number of special projects simultaneously.
12. Able to work with all levels of the organization.
13. Demonstrated ability to effectively recommend actions to other employees in operations setting.
14. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
15. Must possess a valid G class license that is clear of demits and infractions.

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

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