



Competition #22/181
Internal/External Posting
Closing date: September 6, 2022

Supervisor – Urban Forest Planning (Continuous)
Parks, Recreation, and Facilities Department

Victoria is a vibrant, diverse city focused on sustainability and renowned as a global tourist destination, hosting over 3.5 million visitors annually, and a place with excellent quality of life. Located on the southern tip of Vancouver Island, the City of Victoria is the capital of British Columbia, home to 92,000 people, and is the economic and cultural hub for the region's 350,000 residents.

Urban trees and forests provide many benefits to cities and the people who live, work and play in them. Victoria is home to a diverse and community-valued urban forest, comprised of approximately 150,000 trees, growing in urban spaces on both public and private land. We are recruiting an experienced Supervisor of Urban Forest Planning to lead a team of staff responsible for planning, managing and enhancing the City's urban forest and implementing the City's Urban Forest Master Plan.

Reporting to the Manager, Urban Forest Services, our ideal candidate will bring exceptional communication and collaboration skills, innovative ideas and problem solving, and demonstrated urban forestry and planning leadership experience to the urban forest planning team. The successful candidate will be responsible for long-term planning, stakeholder engagement, and the oversight and improvement of practices, policies, and plans, particularly as it relates to land use changes and development reviews.

This is an exciting opportunity for a skilled and motivated professional who is passionate about being a leader in the growth and development of Victoria's urban forest, enjoys tackling complex challenges, and understands how to acquire and utilize relevant data in decision-making to effectively meet strategic objectives.

This position requires working in a deadline-focused environment, balancing multiple projects and addressing changing priorities, while providing guidance and support to a diverse team.

POSITION FUNCTION

Supervise and coordinate a team of Urban Forestry professionals to administer the Tree Preservation Bylaw, land use applications and tree permits. Provide leadership that exemplifies the organization's commitment to customer service, team leadership, resource management, and practical, long-term approaches to tree preservation.

KEY DUTIES

- In coordination with the Manager, oversee the application of the City's Tree Protection Bylaw, administer, and improve land use application and tree permit processes; and ensure timelines, procedures, performance targets are met.
- Plan, coordinate, assign and review the work of up to approximately 8 Urban Forestry staff involved in land use planning and tree permits. Support and enable the safety, performance, and professional development of team members.
- Plan, prioritize and monitor the section's annual work programs; prepare cost estimates; authorize and monitor budgets; assess and improve processes to increase quality and

efficiency.

- Responding to inquiries and complaints from the public, stakeholders and the media as required.
- Coordinate urban forestry activities with other divisions/departments within the City of Victoria, public agencies and private entities.
- Collaborate in a team environment to deliver urban forestry services and provide excellent and efficient service to internal and external customers.
- Attend and participate in meetings with other work sections, departments, or agencies on matters relating to urban forestry.
- Review development and utility construction applications and provide recommendations regarding tree management on private and public property, and instruct staff to conduct site inspections.
- Review construction plans specific to their compliance with requirements that include codes, bylaws, and zoning as they relate to trees.
- Prepare reports for Crown Counsel regarding violations of the Tree Protection Bylaw (i.e. illegal tree removals) and attend court on behalf of the City as required.

Perform related duties where qualified.

INDEPENDENCE

Work is guided by Urban Forest Master Plan, Parks and Open Spaces Master Plan, City Strategic Plan, and through construction, development applications and public requests. Work is reviewed by the Manager, Urban Forest Services; however, the Planner exercises considerable independence.

Complex issues regarding policy development and development applications are discussed and reviewed with Manager.

WORKING CONDITIONS

Physical Effort:

Normal

Mental Effort:

Deal with conflicts and negative people (occasional)

Deal with complex problems (often)

Visual/Auditory Effort:

Focus on a variety of source data and detailed drawings for short periods (often)

Work Environment:

Office (often)

Field site inspections (occasional)

KEY SKILLS AND ABILITIES

- Organize and prioritize the work of a section
- Supervise and direction abilities including mentoring, coaching, and training.
- Understand and apply the principles of dendrology, arboriculture and plant physiology.
- Knowledge of Tree Protection Bylaw, park and boulevard tree policies.
- Read and interpret technical information, architectural drawings and legislation.
- Compose and prepare reports to council and the community.
- Operation of Microsoft Office Suite applications (Word, Excel, PowerPoint), , GIS, database and related specialty software.

- Establish and maintain effective working relationships.
- Deal effectively with the public and outside agencies.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

Undergraduate degree in Urban Forestry, Planning, Landscape Architecture, or related field (4 years)

Accredited courses in management and leadership studies, or related certification (1 year)

Maintain International Society of Arboriculture (ISA) Arborist certification

Tree Risk Assessment Qualification (TRAQ) (24 hours)

Current and valid Class 5 BC Drivers Licence.

Experience:

Minimum four (4) years of experience in urban forestry, development planning, or park planning including at least two (2) years in a supervisory role, or an equivalent combination of education and experience.

OTHER:

May be requested to substitute in a more senior position.

Work schedule: Monday - Friday, 35 hour work week

\$55.24 per hour, Pay Grade 19 (Under Review)

Job Code #4417

This is a CUPE Local 50 Position

To apply for this opportunity you will need to create an online profile or log back in to our career portal at www.victoria.ca/jobs - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume.

COVID-19 Vaccination Requirement

Applicants who are not current City of Victoria employees will be asked to provide proof of vaccination against COVID-19 during the recruitment process. External applicants who cannot be fully vaccinated based on a protected legal ground as defined in the BC Human Rights Code may request an accommodation.

At the City of Victoria, we are committed to recruiting a diverse workforce that represents the community we serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process.

If you require assistance, please email us at careers@victoria.ca.