



DISTRICT OF SAANICH  
PARKS, RECREATION AND COMMUNITY SERVICES  
PARKS DIVISION

## **PARKS PERMITS COORDINATOR Permanent Full Time Position**

Do you have a passion for trees? The Park Division is seeking a dynamic team player as a new Parks Permits Coordinator. The successful candidate liaises with residents applying for tree permits which includes, on-site meetings to interpret and enforce the Tree Protection Bylaw, providing reasons for approvals or rejections of applications. This position works in the office and outside.

The ideal candidate will have excellent written and verbal skills with a strong knowledge of business English – including sentence structure, grammar and punctuation. A strong customer focus, attention to detail and ability to multi-task are essential.

Requirements include Grade 12 plus a two year diploma in arboriculture from a recognized post-secondary institution; I.S.A. Certificate; I.S.A. Tree Risk Assessor Qualification Certificate; three years of experience in the field of arboriculture, preferably in a municipal setting; valid class 5 driver's licence and a satisfactory police information check. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work, Monday to Friday, 8:00 a.m. - 4:30 p.m. (40 hours per week).

**This is a C.U.P.E. Local 2011 position with a wage of \$36.40 per hour and an excellent benefits package.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on WEDNESDAY, MAY 11, 2022 quoting competition 22157 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. We thank all applicants for applying. Only those under consideration will be contacted.