



**Supervisor, Operations – Urban Forestry**  
Permanent Full-Time  
J0124-1305

The Town of New Tecumseth is looking for a Supervisor, Operations – Urban Forestry to join our rapidly growing team.

**Why work with us?**

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

**What we promise:**

- flexible work environment
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting to the Manager, Transportation, Forestry, and Fleet, this position directs and supervises the work activities of the Forestry Business Unit. This includes lead accountability and responsibility for the effective delivery of urban forestry and arboriculture operations within the Town. The Supervisor ensures tree inventory, tree maintenance, tree condition assessments, and tree planting operations, and other tree related initiatives are completed within service level expectations. Prepares and directs work in a cost efficient and safe manner within the confines of the Capital and Operating Budgets. Acts as liaison with agencies, and other governing bodies for Town related forestry operations. Works with the Town's Insurance Adjusters and Insurance Lawyers when dealing with matters related to forestry incidents. This position entails both office and field work.

**How you contribute to our organization:**

- Responsible for the review, investigation, and response to all legal matters related to the Town's trees and other operational areas under the purview of the Forestry Business Unit. This includes attending meetings, examinations for discovery, and court as may be required.
- Applies urban forestry management, planning, and expertise in all aspects of urban forestry and arboriculture operations including, but not limited to, supervising the management of the Town's tree inventory, Emerald Ash Borer program, and work order management system related to the care and maintenance of the urban forest.
- Administers and utilizes the Computerized Maintenance Management System (CMMS) for all Service Requests and Work Orders issued to and within the Roads Business Unit. This includes opening, closing, and verification of the accuracy of all Work Orders. As well as troubleshooting, correcting, and recommending improvements to the system.
- Monitors the performance of contractors, staff, scheduling, review of extra work, contract specifications, modifications, and claims, delegating as required to subordinate staff or contractors.
- Develops Standard Operating Procedures for Urban Forestry team.
- Prepares Tenders, Requests for Proposal (RFP) and Requests for Quotation (RFQ) documents, reviews, and evaluates submitted proposals/quotations for selection of RFP and RFQ awards pertaining to urban forest and arboriculture operational related projects.
- Reviews and verifies the work of consultants/contractors hired by the Town to undertake urban forestry/arboriculture services, such as pruning, treatments, removals, stump grinding, planting, watering, and maintenance, to ensure designs are reviewed, updated, and completed as expected in relation to the strategic management of the urban forest and arboriculture operations for Town-owned trees.
- Maintains detailed records and manages budget related to urban forestry and arboriculture operations for the Town, including budget sheets, monthly project status

schedules and summaries, and detailed costs in relation to the Town's annual capital and operations programs, and authors and delivers Council Reports, technical reports, memos, etc., in keeping with the Department's practices for timeliness and completeness.

**What you bring to the team:**

- Degree in Urban Forestry/Forestry, Arboriculture, or Horticulture.
- ISA Certified Arborist accreditation and Tree Risk Assessment Qualified (TRAQ).
- Valid G Driver's Licence, and ability to submit a clean driver's abstract upon hire.
- 4-5 years of related experience with at least one (1) year in a supervisory position required.
- 1-2 years of experience in a municipal setting preferred.
- Experience with community engagement techniques as related to urban forestry.
- Knowledge of applicable regulations, legislation, and best practices.

**Salary:** \$89,481.60 - \$111,862.40, plus employer paid benefits and OMERS pension plan

**Hours:** 40 hours per week

**Location:** Joint Operations Centre - 6558 8th Line, Beeton

**Start Date:** April 15, 2024

**To apply, please submit a cover letter, resume and copies of the required credentials (diploma, training, etc) through our [ATS](#) by February 22<sup>nd</sup>.**

**<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0124-1305&BRID=EX258821&SBDID=20651&LANG=1>**

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.