



## Natural Environment Program Coordinator

Posting Id	2674
Department	Community Services
Division	Public Works Operations
Section	Urban Forestry Natural Environment Horticulture
Job Grade	Contract SEA Grade 06
Rate of Pay	\$42.88 - \$50.45 Hourly
Job Type	Temporary Full Time - Contract
Contract Length/End Date	1 year
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	07/31/2024
Application Deadline	08/14/2024

### Position Summary

Reporting to the Manager, Urban Forestry, Natural Environment and Horticulture, the Natural Environment Program Coordinator is responsible for enhancing, protecting and restoring the City's natural assets including its urban forest, public realm horticultural assets and greenway system. The position will coordinate community and operational programs, develop and manage projects and initiatives, analyze inspection and service level data to identify opportunities for improvement and provide technical advice on projects and programs across the City.

### Key Duties and Responsibilities

- Assist in managing contracts for various tree care and horticultural maintenance contracted services.
- Plan and carry out the construction or implementation of project components (i.e. tree and horticulture planting/maintenance, invasive species removal, pesticide treatment, community garden construction, etc.)
- Assist with preparing contract documents and tender specifications for services, supplies and equipment and administer bid analysis and contract award.
- Liaise with vendors to coordinate orders, changes and deliveries
- Assist in implementing long-term management/restoration plans for project sites in conjunction with partners and contracted professionals
- Monitor and maintain completed projects, and update management plans and asset inventories accordingly
- Assist with and/or plan and implement community programs such as the Celebration Forest Program and Healthy Yards Program
- Develop and facilitate promotion of programs and public educational information using various communication tools such as web, print and social media, among others
- Work with City partners to develop project/program plans and agreements
- Seek external funding and new partners to support programs; obtain required permits
- Create and execute detailed work plans, including coordination of volunteers and staff
- Undertake various activities to support corporate strategies including developing plans and carrying out capital and special projects
- Lead or participate in inter-departmental working groups
- Assist the manager in preparing presentations, staff reports, budgets and communications for senior management or Council as required
- Plan and implement site investigations, tree health assessments and performance monitoring
- Analyze, maintain and improve performance and operations through regular program review.
- Provide subject matter expertise and technical advice to other departments, agencies and the public
- Assist the manager and supervisors in reviewing and providing feedback on engineering/design drawings, landscape plans, policies, plans and technical reports prepared by consultants and other departments
- Communicate and liaise with residents, other municipalities, developers, contractors and/or consultants, as required, in relation to completed and proposed work, issues, complaints, programs and policies

- Provide functional supervision to part-time and contract staff; identify work priorities and supervise the delivery of program and project elements
- Ensure results are achieved consistently within timeframes and budgets
- Assist with the development of operating procedures and instructions
- Assist with developing and monitoring key performance measures

## Education and Experience

- Degree in Biology, Forestry, Ecology, or Environmental Science/Studies or related discipline
- Post Graduate Diploma in Ecological Restoration, or Arborist Certification is an asset
- 3 years related experience

## Required Skills/Knowledge

- Proficient in Microsoft Office Suite, ArcView/GIS, ArcPro
- Familiar with GPS, CRM, Desktop mapping tools, Maximo, Volunteer databases, and various social media platforms
- Experience carrying out methods to collect, map and analyze environmental information
- Project management experience
- Strong organizational skills
- Knowledge of environment-related legislation and regulations
- Experience promoting and maintaining good client and public relations, volunteers and customer service
- Good identification skills of local area flora and fauna, ability to identify invasive and non-native species and removal/treatment protocols
- Experience dealing with urban wildlife issues
- Experience planning and chairing meetings and delivering presentations
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire
- Office Environment with occasional lifting up to 50lbs
- Occasional exposure to heat and cold when working in the field, or on site visits
- Demonstrate the City's corporate values of care, collaboration, courage and service

## Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

**Attention Internal Candidates:** All current City of Richmond Hill employees are required to apply via the [‘View Jobs for Current Employees’](#) link on the [City's Careers Page](#).

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.