

**BUILD A CITY.
BUILD A FUTURE.**
HELP US BUILD A WORLD-CLASS CITY.



PARKS OPERATIONS COORDINATOR (URBAN FORESTRY – SHADE TREES)

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

We are currently seeking a Shade Trees Coordinator (Parks Operations Coordinator) for our Urban Forestry team. This position includes an advanced level of professional work related to the planning, coordination, and delivery of a full range of operational and capital programs relating to the City of Surrey's Shade Tree program.

RESPONSIBILITIES

Responsibilities include preparing and monitoring annual work plans and budgets, evaluating capital works projects, leading shade tree renovation projects, and working effectively with a wide variety of stakeholders, agencies, and volunteer groups that interact with the City of Surrey's urban forest.

As well, you will:

- prepare contracts, budgets, applications for grants and donations, and monitor programs to ensure that they are delivered within budget.
- assist in policy and procedure creation and analysis.
- supervise staff and promote a strong team environment.
- prepare and present reports to advisory committees and management.
- develop, review, and implement technical standards, drawings, plans, reports, work programs, projects, and operational work procedures.
- assist in the development, award, and supervision of contracts.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent oral and written communication skills along with project management, team leadership and conflict resolution skills.
- Superior public relations and interpersonal skills, as well as the ability to make independent decisions and exercise sound judgment and initiative while performing the duties of the position.

- A comprehensive knowledge of the principles, practices, methods, standards, guidelines, and materials used in arboriculture work.
- Strong analytical and organizational skills.
- Experience with risk management and risk mitigation related to urban tree management.
- Ability to establish and maintain effective working relationships, and to work both independently and in a team environment.
- Demonstrated program planning and evaluation skills.
- Knowledge of current issues in urban forestry maintenance and management.

QUALIFICATIONS

- Graduated from a recognized university, college or technical institute with five years related experience; or graduated from a recognized vocational school complete with a trade qualification and a combination of related knowledge and experience.
- A valid B.C. driver's license with a safe driving history.
- Eligibility to register as an ISA Certified Arborist.

OTHER INFORMATION

HOURLY RATE: \$47.52/HOUR (2024 RATES)

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6365.