



## Job Search

### Urban Forester

95 Elm St, St Thomas, ON N5R 1H7, Canada Req #1037

Date Posted: February 20, 2025



Internal/External

The Corporation of the City of St. Thomas - Parks, Recreation and Facilities Department  
has an opening for the following position:

### URBAN FORESTER

Permanent, Full-Time  
CUPE Local 35

Job Posting #1037-02-25

#### POSITION SUMMARY:

Under the general supervision of the Manager of Parks and Forestry, the Urban Forester is responsible for the coordination and implementation of city-wide forestry maintenance functions and forestry related duties on City boulevards, City parks, ravines, wood lots and green spaces. Acts as Enforcement Officer for the Municipal and Private Tree By-Laws.

#### PRIMARY DUTIES & RESPONSIBILITIES:

1. Administers and participates in the efficient care, maintenance and growth of the City's urban forests by fielding, recording and scheduling service requests, conducting visual tree risk assessments on all city trees annually and in accordance with ISA regulations, small tree pruning, small removals, preparing the annual tree planting program, and applying for tree planting grants as required.
2. Develops, recommends and coordinates implementation of urban forestry policies, standards, by laws, guidelines and best management practices in order to protect and enhance forest health and leaf cover and manage risk of hazardous trees.
3. Assists with the preparation and evaluation of tenders including tree removal, trimming and annual tree planting. This includes planning and organizing contractor work, coordinating contract start-up upon bid award, inspecting contracted work, completing necessary reports/documentation of contracted services including health and safety compliance.
4. Participates in the development of a "Tree Preservation" policy outlining the minimum protection standards required and the protection and preservation of municipal trees during construction activities and assists with maintaining the City's current Forestry Policy.
5. Ensures notices of complaints regarding any issue related to the two by-laws is addressed in a fair, unbiased, expedient manner in accordance with the approved Municipal and Private Tree By-Laws.
6. Issues permits for tree removals based on compliance with stipulations of the By-Laws.
7. Provides information and guidance to residents and business owners on protocols and guidelines, offering suggestions for improvement toward compliance.
8. Ensures all submitted documentation is in conformance with the requirements as stipulated within the By-Laws.
9. Applies penalty clauses when a permit holder is in contravention of any permit or has not applied and received a permit.



10. Issues written orders to a property owner to comply with conditions of the permit and/or the By-Laws concerning private and municipal trees.
11. Enforces actions through issuance of a fine as detailed in the By-Laws following consultation with Director, Manager, City Solicitor and Council approval, as required.
12. Provides professional evidence before the Ontario Municipal Board, other Boards and Commissions and the Courts on forestry matters.
13. Consults and provides diagnosis /recommendations on the health of trees as a result of insects, diseases and fungi.
14. Liaises with Environmental Services, service clubs, school and volunteer groups, conservation authorities, etc. and provides advice with tree planting projects or tree related concerns.
15. Maintains and keeps up to date the current filing system ensuring accurate records of all arboricultural related activities.
16. Prepares, for review and approval by the Director of Parks, Recreation and Facilities, various reports, including reports to City Council.
17. Develops tree planting plans for road reconstruction projects and landscape plans as required.
18. Responsible for reviewing tree planting plans for new subdivision developments insuring proper species selection.
19. Monitors the City's standards for tree planting in new developments and make recommendations on tree planting plans.
20. Identifies and provides methods of control for pests and invasive species directly affecting the Urban Forestry canopy within the City of St. Thomas.
21. Prepares, and submits for approval, applicable grant applications regarding parks and forestry enhancement.
22. Directs seasonal staff including assigning, scheduling and verifying onsite work, providing training in departmental and aboriculture policies and practices.
23. Performs other such related duties, responsibilities and functions as may be assigned.

### **Qualifications**

Ontario Secondary School Graduation Diploma.

Diploma in Urban Forestry or comparable specialization from a recognized institution.

ISA Certified Arborist and ISA Tree Risk Assessment Qualified.

Chainsaw Certification.

Certification in the Trade of Arborist (Provincial designation) is considered an asset.

Must have or obtain and maintain Forestry and Landscape Exterminator Licences.

Municipal Law Enforcement Officers' Association of Ontario (MLEOA) Certification is considered an asset (The City will send for training).

Ontario Association of Property Standards Officers Certification is considered an asset.

### **Experience**

Three (3) years of directly related work experience in an urban forestry environment completing tree maintenance, pruning and removals aloft and from the ground.

Experience in the urban forestry or environmental planning profession, including project coordination and policy development.

### **Knowledge/Skill/Abilities**

Candidates must be knowledgeable in current accepted industry practices and able to work in varying climate conditions.

Ability to maintain and operate all hand tools and mechanical equipment used in arboriculture.

Demonstrated leadership, interpersonal, written and presentation skills.

Must demonstrate effective communication skills, both oral and written, time management, effective conflict resolution and public relations skills.

Ability to provide a high level of customer service by demonstrating professional standards of conduct.

Ability to be flexibility when adjusting between a variety of duties.

Proven ability to plan, organize, delegate and manage projects and timelines.

Ability to work as an effective team member including the ability to work with limited supervision.

Knowledge of court procedures.

Must be computer literate including knowledge of Microsoft Office software.

Ability to exchange information, receive and understand instructions.

Must be competent within the meaning of the Occupational Health & Safety Act and the Highway Traffic Act and be capable of issuing clearly understandable written instructions.

### **Driver's Licence**

Ontario Driver's Abstract required

Must possess a valid "G" Ontario Driver's Licence and access to reliable transportation

Possession of a valid "DZ" Ontario Driver's Licence is considered an asset

### **Other**

Aerial Bucket Rescue and Fall Arrest Training

Working at Heights Training

Aerial Tree Rescue Training

Full membership, or eligibility for full membership, in the Ontario Professional Foresters Association (OPFA) as a Registered Professional Forester (R.P.F.)



Corporate Orientation and Health & Safety Training  
Valid First Aid/CPR  
Satisfactory Police Records Check

**Working Conditions**

Required to work in all weather conditions and varying temperatures.  
Must be physically capable of operating aerial devices, brush chippers, stump grinders and other forestry-related equipment in a safe and efficient manner.  
Must be physically capable of performing labour intensive work including heavy lifting, climbing and working at heights.  
Required to demonstrate tact and diplomacy when interacting with irate individuals. Ability to demonstrate active listening for meaningful engagement and problem-solving.  
Required to work outside and beyond the normal hours of work and participate in the rotational weekend stand-by call period.

**Remuneration: \$31.81 per hour (2024 rate), working 40 hours per week plus a comprehensive benefit package. This is a CUPE Local 35 position.**

**Applications must be received no later than Friday March 7, 2025 at 11:59 p.m.**

**HOW TO APPLY:**

Go to [www.stthomas.ca](http://www.stthomas.ca) – Employment, Employment Opportunities. Go to Posting Title and click the 'Apply Now' button. You may need to register/create a Login.

**Please import/upload your COVER LETTER AND RESUME individually (i.e. pdf, word) and ensure you have attached all documents prior to submitting your application.**

*Note: You may be required to answer Qualification questions during the application process.*

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

**Other details**

Pay Type Hourly

Apply Now

