



DISTRICT OF SAANICH  
PARKS, RECREATION AND COMMUNITY SERVICES  
PARKS

**PARKS PERMITS COORDINATOR**  
**Temporary (2.5 years); Full-Time**

Do you have a passion for trees? Do you want to help contribute to Saanich's Urban Forest Strategy? The Parks Division is seeking an experienced Parks Permits Coordinator who will be responsible for field and office work in attending to a variety of requests regarding trees on private and public property. This position coordinates, administers, and issues Tree Removal Permits and interprets and enforces the Tree Protection Bylaw. The ideal candidate is service oriented, can problem solve, has good judgement, can analyse complex information, and possesses strong communication skills. They work well both independently and part of larger team.

Requirements include: completion of Grade 12 plus a two-year diploma in arboriculture from a recognized post-secondary institution; three years of experience in the field of arboriculture, preferably in a municipal setting; certificate from the International Society of Arboriculture (ISA) as a Certified Arborist; ISA Tree Risk Assessor Qualification (TRAQ) certification; and a valid Class 5 BC Driver's Licence.

The successful candidate will have strong computer skills and working knowledge of standardized corporate software packages; excellent written and oral communication skills; demonstrated ability to resolve conflict and negotiate mutually beneficial outcomes; and knowledge and experience using development techniques that mitigate tree impacts. Candidates with an equivalent combination of experience and/or education may be considered.

The successful candidate will work Monday - Friday between 7:00 a.m. - 5:00 p.m. (40 hours a week). Candidates must have sufficient health, physical conditioning, strength, stamina, and coordination to perform work. In addition to the interview process, testing will be conducted.

**This is a C.U.P.E. 2011 position with a wage of \$40.73 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 via our careers website and it is posted as open until filled quoting competition 25146.**

**The District of Saanich is recognized as one of BC's Top Employers for 2025.** As an equitable and inclusive employer, we value the diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca). **We thank all applicants for applying. Only those under consideration will be contacted.**