



ARBORIST PUBLIC WORKS

NATURE OF WORK: This position is responsible for delivering arboricultural duties to City-owned trees throughout Charlottetown's urban forest.

This job posting reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

Ensure that the confidentiality of City affairs is respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Arborist Foreperson.
- Supports other Departments, including Parks & Recreation and Environment & Sustainability, in the care and maintenance of trees.
- Acts as a resource to the City for tree care and maintenance.
- Works closely with the City's Occupational Health and Safety Officer on required training and to ensure safety at work.
- Develops and maintains working relationships with all City staff.
- Develops and maintains relationships with contractors, external agencies, and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Understands a wide range of arboriculture skills including, but not limited to planting, pruning, removing, stump removal, identifying hazardous trees/limbs, etc., including the maintenance of arborist tools and equipment.
- Supports maintenance of more than 10,000 City-owned trees and assistance with large or hazardous tree jobs in City woodlands and natural areas. Maintains work records and tree inventory.
- Performs maintenance based on knowledge, critical to the success of the tree species. This includes identification of species, pest/pathogens, pruning/removing trees, soil conditions, identifying and pruning hazardous, dangerous limbs, stump removal and plant health care.
- Provides direction to seasonal staff, as required.
- Meets with the public regarding trees on public and private property where it impacts City assets.

- Inspects other tree work by contractors or outside agencies to ensure it meets City standards.
- Consults with City staff and external stakeholders on tree health, protection and maintenance.
- Follows all applicable legislation as it relates to arboriculture work including working at heights.
- Supports planting and maintenance of new trees in Public Right of Way.
- Performs other related duties, responsibilities and functions as may be assigned.

REQUIRED COMPETENCIES:

- Must be able to work safely and efficiently in and around obstacles such as houses, energized conductors, communication lines, pedestrian traffic, and other forms of urban infrastructure.
- Must have and maintain a level of physical fitness to be able to carry out all aspects of this position.
- Experience working safely and efficiently in an aerial working environment both with climbing techniques and with the use of aerial lift devices, with the knowledge and capability to perform aerial rescues.
- Must be able to prepare daily work reports and I.S.A. hazardous tree evaluation forms.
- Must be knowledgeable and abide by the PEI Occupational Health and Safety Act.
- Good working knowledge of construction practices as they relate to tree care.
- Good working knowledge of Tree Risk Assessment, IPM and PHC as it relates to urban forestry.
- Good working knowledge of trees indigenous and introduced to Charlottetown.
- Must have demonstrated skills and abilities to work around energized power conductors.
- Must have proven technical abilities in tree rigging and removal in an urban setting.
- Must have good pruning skills as per current ANSI 300 Pruning Standards Best Management Practices for Tree Pruning.
- Basic operation and maintenance of arboricultural and grounds maintenance equipment including but not limited to bucket trucks, chippers, stumpers, saws, tree spades, tractors, etc.
- Strong decision making and problem-solving skills with the ability to act independently.
- Excellent organizational skills.
- Exceptional interpersonal skills with a strong sense of customer service.

- Basic computer knowledge of Microsoft Office, Word, Excel, etc.
- Ability to work overtime and respond to emergencies and storms.
- Must be willing to attend training sessions, as required.
- Work shall be eight (8) consecutive hours per day, forty (40) hours per week in accordance with the Collective Agreement. Hours and days of work may vary subject to Department requirements.

REQUIRED QUALIFICATIONS:

- Grade 12 or equivalent.
- Post-secondary education in arboriculture or a related field from a recognized college or university.
- Pesticide applicator license or ability to acquire it in first six months of employment.
- International Society of Arboriculture (ISA) Certified Arborist in good standing (or the hours of related work required to write ISA exam in first twelve months of employment).
- Must possess or be able and willing to participate in training and maintain the following qualifications: Chainsaw Safety Training, Standard First Aid and CPR, Arboricultural Electrical Safety, Construction Signing and Traffic Control, Bucket Evacuation Safety.
- Tree Risk Assessment Qualification (TRAQ) is considered an asset.
- Must have a minimum of (2) two years of aerial work with a combination of climbing and bucket truck operation.
- Must possess and maintain a valid Class 3E driver's license.
- ISA Utility Specialist and PVMA Utility Tree Trimmer credentials are considered assets.
- A combination of education and experience may be considered.

Salary: \$67,543.77 annually as per CUPE Local 501 Collective Agreement.

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca Your application must be clearly marked “**Application for Arborist**” and submitted by **June 3, 2026, at 4:00 PM.**

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4135.