

Job Information

Job title	Development Review Supervisor, Parks	Job Code: DRSPKS	Pay Grade: R
Title of immediate supervisor	Manager of Community Development and Business Systems		
Department/Division	Parks, Recreation and Community Services / Parks		
Prepared by	N. Dechaine		
Date Created	October 6, 2021	Revised date	
Dept Head Signature	S. Samborski	Date	Dec 6, 2021

Job Purpose

Under the direction of the manager, leads, supervises, plans and conducts work related to the Tree Protection Bylaw (Bylaw) team. Leads implementing the Urban Forest Strategy in relation to private property and identifies and implements programs, process, policy and regulatory improvements to protect and enhance the urban forest. Interprets information, analyzes facts, data, plans and drawings to provide recommendations. Works closely with the Urban Forestry section, developers, and public and private property owners in an office setting and in the field.

Duties and Responsibilities

- Supervises a team of technical staff that administer and enforce the Tree Protection Bylaw (Bylaw): plans, assigns and reviews their work, identifies and implements efficiencies, conducts performance management and evaluations, mentors and trains staff.
- Oversees and conducts Saanich Parks' review of development applications as they relate to other strategic goals and policies including the Urban Forest Strategy, Official Community Plan, and Council's Strategic Plan.
- Identifies, develops, documents and implements process and policy improvements and Bylaw amendments based on standard methods of change management, continuous improvement, and project management.
- Establishes, implements and directs programs related to the Tree Protection Bylaw, and Urban Forest Strategy, such as the Significant Tree Program, mapping and tracking the urban forest.
- Tracks budget for the team and oversees contractors.
- Leads implementing the Urban Forest Strategy in conjunction with the Urban Forestry section.
- Represents the Municipality in internal and external stakeholder meetings, open houses and committees as they relate to trees and the urban forest.
- Supports and improves work unit's ability to maintain and produce accurate records for Freedom of Information Requests, evidence for court cases and legal matters, and to provide justification and rationale to public, senior staff and elected officials enquiries.
- Undertakes research, analyses information and implements practices to apply Best Management Practices related to managing the Urban Forest in Saanich.
- Leads, reviews and responds to enquiries and appeals related to decisions regarding the Tree Protection Bylaw, Covenants, Development Permits and other regulations and policies related to trees.
- Coordinates responses to service requests or complaints and correspondence from the public, other departments, and decision makers regarding trees and development.
- Prepares reports and correspondence for Council and senior management as they relate to trees.
- Establishes work standards and metrics to monitor and improve efficiency and customer service.
- Develops and leads training and outreach materials as it relates to the Tree Protection Bylaw.
- Administers and enforces the Tree Protection Bylaw and develops policies and procedures related to the Tree Protection Bylaw and permitting system.
- Leads staff in understanding and implementing Best Management Practices and resource studies related to urban forest management initiatives related to private lands.

- Attends council meetings to answer technical questions related to Bylaw requirements and satisfying the intent of the Urban Forest Strategy.
- Follows all applicable Safe Work Practices.
- Performs other related duties as required.

Qualifications

- University degree in urban forestry, forestry, environmental studies, natural resource management, biological sciences, planning, geography or other related field.
- Five years of experience in administering bylaws, regulations, or legislation, preferably in a municipal setting, including 2 years' experience reviewing plans and development proposals, as they relate to trees.
- 1 year of experience leading projects and supervising others (staff, contractors etc.) preferably in a union setting.
- Certificate from the International Society of Arboriculture (ISA) as a Certified Arborist.
- ISA Tree Risk Assessor Qualification.
- Strong computer skills and working knowledge of Microsoft Office.
- Excellent written and oral communication skills.
- Demonstrated ability to resolve conflict and negotiate mutually beneficial outcomes.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

Minor physical activity required.

Working Conditions

Works in an office environment and conducts site visits.