

Job Information

| | | | |
|-------------------------------|---|---------------------|-----------------|
| Job title | Parks Development Review Coordinator | Job Code: PKSDRC | Pay Grade: Q |
| Title of immediate supervisor | Manager of Community Development and Business Systems | | |
| Department/Division | Parks & Recreation / Parks | | |
| Prepared by | N. Pallan | | |
| Date Created | April 4, 2018 | Revised date | |
| Dept Head Signature | Originally signed by Suzanne Samborski | Date | May 4, 2018 |

Job Purpose

Coordinates Parks' input and comments on development related applications and other internal capital improvement projects in relations to the Tree Protection Bylaw. Interprets, administers and enforces the Tree Protection Bylaw. Interprets information, analyzes facts, reads and interprets plans and drawings, determines how to effectively resolve a variety of problems and follows safe work practices. Works with developers, public and private property owners in an office setting and in the field.

Duties and Responsibilities

- Conducts technical parks and tree related review of internal capital improvement projects and all subdivision, rezoning, development permits, site servicing, and building permit applications, including site inspections in relation to the Tree Protection Bylaw.
- Coordinates interdepartmental review of development and internal capital improvement applications or proposals, and coordinates feedback including recommendations related to park assets and infrastructure.
- Negotiates and makes recommendations regarding park and/or tree related management on private and public property
- Calculates fee amounts in relation to trees and administers collection and release of performance bonds, deposits, hold backs, and monitors performance and accounting procedures for same.
- Prepares correspondence, stating requirements and deficiencies as related to trees for applications and plans for utility and development permit applications.
- Responds to enquiries and complaints, monitors compliance with and enforces the Tree Protection Bylaw, and Tree and Natural State Covenants, Development Permits and other regulations as they relate to trees.
- Maintains accurate records of all developments and capital improvement projects impacting trees and carries out site inspections to ensure compliance with the Tree Protection Bylaw and other regulations as they relate to trees.
- Represents the Parks Division at various internal and external meetings; responds to enquiries from other departments, architects, engineers, developers and the public by providing information and advice on development issues as they relate to trees and coordinates feedback in regards to park assets and infrastructure.
- Administers the Tree Protection Bylaw by responding to inquiries, investigating and submitting reports and writing tickets regarding activities impacting trees on private property.
- Interprets and explains related municipal policies, bylaws or other regulations.
- Gathers, prepares and submits documentation and evidence to begin prosecution including attending court as an expert witness for infractions of the Tree Protection Bylaw or Tree and Natural State Covenant infractions.
- Assists in developing policies and procedures related to the Tree Protection Bylaw and permitting system.
- Assists in responding to service requests or complaints from the public or other Departments regarding trees located on private land, or on the municipal boulevards or parks and prescribes corrective actions.

- Assists in developing implementing parks projects and resource studies related to urban forest management initiatives.
- Assists in preparing reports for Council as they relate to trees, including controversial tree issues.
- Maintains accurate records and prepares reports using paper and electronic formats.
- Maintains established work standards of quality and quantity.
- Directs work of and provides training and guidance to Arboriculture Inspectors and arboriculture support staff.
- 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.
- Course in investigation and reporting or related bylaw enforcement.
- Four years of experience in administering bylaws, regulations, or legislation, preferably in a municipal setting and/or related to trees.
- 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

No physical activity required.

Working Conditions

Works in an office environment.