

## Job Information

Job title	<b>Urban Forestry Technician</b>	Job Type: URBFOR	Pay Grade: K
Title of immediate supervisor	Supervisor - Parks		
Department/Division	Parks, Recreation & Community Services / Parks		
Prepared by	A. Link		
Date Created	September 12, 2016	Revised date	August 17, 2023

## Job Purpose

Coordinates, plans, and participates in tree planting and maintenance programs to support the Urban Forest Strategy. Supports urban forest enhancement initiatives and programs, develops and enhances tree planting programs in the community, undertakes landscape improvement projects, and liaises with various internal and external staff and stakeholders on projects. Supports Engineering related projects by reviewing Engineering civil plans, Gas Permits and Boulevard Permits and provides comments on proposed activities as they relate to the Tree Protection Bylaw and the Urban Forest Strategy.

## Duties and Responsibilities

- Organizes and performs a wide variety of skilled arboricultural tasks such as plant selection, site preparation, installation, watering, pruning, general tree maintenance, and plant health care using integrated pest management principles for a wide variety of tree species in parks, boulevards, and other public lands.
- Ensures replacement tree planting requirements are fulfilled by working with staff and private property owners.
- Develops and implements tree planting related projects and small tree maintenance programs on public and private land, including programs in partnership with community and other landowners such as schools.
- Assists in conducting technical parks and tree related review of internal Engineering improvement projects and utility related referrals.
- Reviews permits and drawings from both internal and external partners in order to assess and determine impacts to trees near construction zones where improvements, upgrades, and/or new services are required.
- Provides work direction and guidance to other staff and volunteers as required.
- Maintains accurate and extensive records using software such as the Microsoft Office suite, GIS database, and internal software programs to track, deliver, maintain, and monitor tree planting objectives.
- Responds to inquiries from the public, staff and outside agencies regarding tree planting and small tree maintenance programs.
- Creates and interprets site plans and underground utility checks for tree and shrub planting projects.
- Operates a wide range of manual and motorized equipment common to the Parks Division.
- Prepares educational and outreach materials to enhance urban forest initiatives.
- Prepares and identifies labour, equipment and materials required for project estimates.
- Provides recommendations to support existing and develop new policies and procedures related to protecting and enhancing Saanich's urban forest.
- Ensures the safety of work crews and the public by enforcing all appropriate Municipal and WorksafeBC regulations.
- Prepares grant applications for tree planting projects.
- Develops and delivers training programs for staff and the public.
- Administers the Tree Protection Bylaw including reviewing and issuing Tree Removal Permits and enforcing the Bylaw.

- Performs other related duties as required.

### **Qualifications**

- Two year diploma in arboriculture or horticulture from a recognized post-secondary institution.
- Three years progressive experience in the field of arboriculture or tree care, preferably in a municipal setting.
- Current I.S.A. Arborist Certificate.
- Current I.S.A. Tree Risk Assessor Qualification Certificate.
- Working knowledge of computers and standardized MS Office software packages.
- Valid Class 5 BC Driver's Licence.
- An equivalent combination of education and experience may be considered.
- A personal vehicle, that meets the requirements described in the Transportation policy, available for use as and when required.

### **Physical Requirements**

Sufficient health, physical condition, strength, stamina to permit performance of horticultural and arboricultural work in all types of weather. Moderate to heavy lifting required.

### **Working Conditions**

Work is performed both in an office environment and outside in all weather conditions. May be required to work occasional evenings and weekends.