

Job Information

Job title	Arboriculture Inspector		Job Type: ARBINS	Pay Grade: L
Title of immediate supervisor	Supervisor- Manager of Community Development and Business Systems			
Department/Division	Parks & Recreation / Parks			
Prepared by	N. Pallan			
Date Created	Aug 13, 2015	Revised date	February 11, 2019	

Job Purpose

Interprets, advises on, administers, and enforces the Tree Protection Bylaw. Follows safe work practices, performs field and office work in attending to a variety of requests regarding trees on private and public property. Supports development related processes by reviewing building and servicing plans and provides comments on proposed activities as they relate to the Tree Protection Bylaw and the Urban Forest Strategy. Investigates, reports violations and issues permits and enforces penalties pertaining to the Tree Protection Bylaw.

Duties and Responsibilities

- Administers the Tree Protection Bylaw by responding to inquiries, investigating and resolving disputes, submitting reports and imposing enforcement actions regarding any activities impacting trees on private or public property.
- Interprets and explains the Tree Protection Bylaw (includes tree covenants), makes recommendations and investigates infractions.
- Assists in conducting technical parks and tree related review of internal capital improvement projects and development related referrals.
- Gathers, prepares and submits documentation and evidence to begin prosecution for infractions of the Tree Protection Bylaw.
- Prepares tree cutting activity reports regarding illegal tree removal or tree damaging activities, attend court as required and conducts enforcement actions such as writing tickets, issuing fines and writing warning letters.
- Supports the development, implementation and review of the Urban Forest Strategy by preparing and analysing information, attending meetings, tracking information and providing recommendations.
- Interprets and explains related municipal processes, policies, bylaws and other regulations.
- Maintains accurate records and prepare reports using paper and electronic formats.
- Assists developing and implementing parks projects and resource studies related to urban forest management initiatives
- Provides direction and training to other employees.
- Responds to service requests or complaints from the public and other Departments regarding trees located on municipal boulevards or parks and prescribes corrective actions.
- Assist in the preparation of reports for Council on tree related matters.
- Performs other related duties as required.

Qualifications

- Two year diploma in arboriculture or horticulture from a recognized college or university.
- Three years of progressive experience in Urban Forestry and/or administration of a Tree Protection Bylaw.
- Certificate from International Society of Arboriculture as a Certified Arborist.
- I.S.A. Tree Risk Assessor Qualification
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

Working Conditions

Works inside and outside in all types of weather.