

## **ROLE SUMMARY**

As part of the Parks Division management team, the Manager is responsible for all aspects of Urban Forestry and Natural Areas in the District. The role is responsible for strategic direction setting of these two areas through the Urban Forest Strategy and Natural Areas Plans. This includes the boulevard, park and public tree preservation and management functions, along with planning for and planting new trees on public lands and the planning, management and restoration of natural areas in parks based on sound conservation biology. It involves the direct supervision of the supervisors, and technical staff in the section, as well as indirect supervision for all urban forestry and natural area related staff. There is a close working relationship with the Community Development and Business Systems section, which oversees and adjudicates the Tree Protection Bylaw for the District. It will include a variety of consulting specialists or contractors.

This role serves as a key face of the division to the community. The position is the interface between community groups and individuals and the Parks Division in relation to the urban forest with the goal to expand and diversify the reach of Saanich Parks into the community. The Manager is responsible for community outreach and education programs related to the urban forest.

The Manager plans and prepares project budgets, and must demonstrate organizational skills, sound judgement and the ability to act independently. As needed, the position has an interdepartmental focus beyond the Parks Division.

The Manager is responsible for the development and management of the divisions' capital and operating budgets, equipment and staff resources pertaining to Urban Forestry and Natural Areas. The Manager is responsible for all aspects of internal/external liaison functions and community engagement processes for the work of the Division. The incumbent works within a diverse, complex and dynamic environment and a constantly changing workplace. The Manager ensures the necessary liaison within the Department and with public agencies, consultants, developers, other civic departments, and community representatives and directs the preparation of appropriate responses to Council and public regarding urban forestry and natural areas. Performs other related duties as required.

## **QUALIFICATIONS**

- University degree in Urban Forestry, Forestry, Natural Resource Management, Conservation Biology, Ecological Restoration or other parks related field.
- Six years of progressive related experience in forest management or natural areas management in an urban, suburban or rural context, including three years experience in supervision and project management.
- Current I.S.A Certification and I.S.A. Tree Risk Assessor Qualification Certificate.
- An equivalent combination of education and experience may be considered.
- Considerable knowledge of practices, materials, methods, tools, and equipment relevant to urban forestry and natural areas management.
- Considerable knowledge of urban forest and natural areas bylaws, policies and guidelines.
- Thorough working knowledge of occupational health and safety standards and practices, preferably in the public sector.
- Professional knowledge and experience in project management, financial management, budget preparations, and accounting processes.

- Knowledge of computers, word processing, database, spreadsheet and urban forest management and conservation biology applications.
- Proven ability to effectively resolve conflict and negotiate with individuals or groups having competing interests to gain consensus and create mutually acceptable solutions.
- Understanding of HR practices related to personnel management including discipline, attendance management, workplace injury management, recognition, coaching, and mentoring.
- Understanding of collective agreements and labour/management practices.
- Ability to write clear, concise, and complete reports.
- Demonstrated knowledge of policy development and implementation processes.
- Knowledge of municipal policies, bylaws, provincial and federal regulations as they apply to the working environment of parks operations.
- Possession of a valid B.C. Class 5 Driver's License and a personal vehicle that meets the requirements described in the Transportation policy, available for use as and when required.

## **MAJOR ACCOUNTABILITIES**

### **Advice & Support**

- Provides expert advice on urban forestry and natural areas initiatives, programs, plans, bylaws, standards and policies.
- Makes recommendations to assist with implementation of the District's strategic objectives.
- Keeps the Senior Manager of Parks apprised of operational, bylaw and policy developments that relate to the interests of the District.
- Serves as a key member of the Division's management team; assists in setting and monitoring policies, and participates in overall short and long range planning.
- Confirms project definition with other managers; ensures utilization of appropriate expertise for design, cost estimates, inspection and quality control.
- Attends Council, committee meetings, public information meetings, and other events as required to represent the Parks Division.

### **Leadership of Staff**

- Leads the development and implementation of projects, standards, strategic documents, process planning, studies and projects related to urban forestry and natural areas.
- Leads the development of new urban forestry and natural areas initiatives in collaboration with relevant departments, sections and community to meet community needs.
- Supervises the activities of all Section personnel directly or by delegation.
- Establishes long and short term goals and priorities.
- Plans, organizes and supervises the activities of the Section and coordinates these activities with other groups and departments to ensure the safe, effective and cost efficient discharge of responsibilities.
- Ensures the effective operation of the Section by providing for interviewing, selecting, and training of staff.

- Provides departmental leadership, including coaching, mentoring, training and development and performance management of team members including disciplinary action when required.
- Maintains performance standards; conducts individual performance evaluations in conjunction with the employee development program.
- Models effective public participation and relationship building with community stakeholders.
- Builds strong, open and collaborative working relationships characterized by mutual respect with superiors, peers and subordinates.

### **Division Operations**

- Establishes work programs and sets priorities relevant to Division, Department and District objectives.
- Plans, organizes and directs the activities of the section.
- Leads, researches, prepares, writes and presents a broad range of plans, reports and studies.
- Collaborates closely with the Parks and other managers to develop and implement internally and externally initiated urban forest, natural areas and park projects and programs
- Implements best management practices and technologies related to urban forestry, natural areas, conservation biology in an urban/suburban context to enhance natural assets, with a strong focus on the urban forest and natural areas on public and private lands.
- Maintains and expands community relations related to urban forestry.
- Administers related parks bylaws.
- Develops and implements education and outreach programs for the Division.
- Researches, leads and completes grant proposals for the Division.
- Liaises with other departments, senior government personnel, private sector developers, consultants, and the general public, for a variety of reasons.
- Prepares, manages and regularly monitors annual operating and related capital budgets, including quarterly reports, performance reports, bi-weekly work schedules and annual work schedules.
- Approves requisitions, expenditures, and other transactions within the limits of authority.
- Oversees the implementation of the District's health and safety program within the Division in accordance with the organization's strategic goals and legal requirements.
- Ensures District policies and standards are consistently applied and adhered to by the Division.
- Builds relationships and ensures collaboration with other Departments re: Division initiatives that may have multi-Departmental involvement.